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ABSTRACT

This bibliography, part of the Vocational Education Resource Materials system is designed to: (1) Encourage and support curriculum development and instructional activities in vocational education and career development through collection and dissemination of appropriate materials, (2) supplement and complement efforts of the (Wisconsin) State Educational Agency staff and School District personnel by identifying needed resources for use in instructional workshops and with other developmental activities, and (3) encourage use of resource materials and services in all appropriate programs of teacher education and staff development (pre-service as well as in-service), and in classroom implementation. Each entry includes a call number, title, series note (not always used), edition statement (not always used), author(s), publisher's name, publisher's address (for ordering purposes), date of publication, pagination, price, grade level (when applicable), and an annotation. Information about the Vocational Education Resource Materials system, and a materials index are included. (SH)

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A BIBLIOGRAPHY OF FREE LOAN MATERIALS FOR

Business Education

Roger H. Lambert

Geraldine E. Strey

Chris M. Olson

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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Third Edition 1976

Wisconsin Vocational Studies Center
University of Wisconsin-Madison

CE 008 446

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Instructional Services Committee, VTAE	Local Wisconsin High School Teachers

FREE LOAN INSTRUCTIONS

VOCATIONAL EDUCATION RESOURCE MATERIAL COLLECTION

VOCATIONAL EDUCATORS, STUDENTS AND OTHERS throughout Wisconsin are eligible to borrow materials listed in this bibliography. There are no fees charged for using materials from the Resource Materials Collection.

Managed and staffed by personnel of the Wisconsin Vocational Studies Center and the Educational Instructional Materials Center, University of Wisconsin-Madison, the collection is supported by funds from the Bureau of Career and Manpower Development, Department of Public Instruction, and the Wisconsin Board of Vocational, Technical and Adult Education.

HERE'S WHAT YOU DO:

1. Choose materials you would like to borrow.
2. Write the item order numbers on the borrower's card printed on the back cover of this bibliography.
3. Please print or type.
4. If you want materials not listed in the bibliography, please tell us the title, originator, and/or the specific subject. We'll try to get it for you.
5. Mail all requests and inquiries to:
Wisconsin Vocational Studies Center
Box 49, 321 Education Building
University of Wisconsin
Madison, Wisconsin 53706

HERE'S WHAT WE DO:

1. We'll send the materials you request (if not already on loan.)
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NOTE:

MATERIALS LISTED
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ARE FOR LOAN ONLY.

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EXPLANATION OF THE BIBLIOGRAPHICAL FORMAT

Entries in the bibliography represent an attempt to describe individual items as completely and accurately as possible. The following example identifies the parts of a typical entry.

G-291¹ MATHEMATICS FOR THE SLOW LEARNER² Research report no. 32-A.³ 1st ed.⁴ By Emma Brown and Max Witlowski.⁵ Deseret Publishing House,⁶ 1824 Locust St. South, Salt Lake City, UT 84110.⁷ 1974.⁸ 329 p.⁹ \$19.95.¹⁰ Middle school level.¹¹ "Designed for the culturally and socially disadvantaged student."¹²

1. call number
2. title
3. series note (not always used)
4. edition statement (not always used)
5. author(s)

6. publisher's name
7. publisher's address
8. Date of publication (variations: 1973? Almost certainly published in that year; 197-. Published during that decade)
9. Pagination
10. Price (if price in unknown, left blank)
11. Grade level (indicated only when grade level is not apparent from title and only on items added to collection after January 1, 1976)
12. Annotation (not always used; when in quotes, a direct quotation from the publication)

ABBREVIATIONS USED IN CATALOGING

- b and w black and white; col. colored
comp. compiler(s); ed. edition or editor(s)
et al. and others; l. leaves
mm millimeter; n.d. no date
n.p. no place; p. pages
rev. revised; v. volume(s)

EXPLANATION OF BIBLIOGRAPHIES AND FREE LOAN SYSTEM

WISCONSIN VOCATIONAL STUDIES CENTER

UNIVERSITY OF WISCONSIN-MADISON

PURPOSE - The Vocational Education Resource Materials system has been designed to:

1. Encourage and support curriculum development and instructional activities in vocational education and career development throughout the state through collection and dissemination of appropriate materials on a free loan basis;
2. supplement and complement efforts of State Educational Agency staff and School District personnel by identifying needed resources for use in instructional workshops and with other developmental activities; and
3. encourage use of resource materials and services in all appropriate programs of teacher education and staff development (pre-service as well as in-service), and in classroom implementation.

AREAS - Bibliographies exist for each of the following vocational education areas: 1)Agriculture, 2)Business Education, 3)Career Education, 4)Distributive Education, 5)Handicapped and Special Education, 6)Health Occupations, 7)Home Economics, 8)Industrial Education, and 9)Research and Development.

USES - Potential uses for the Bibliographies and the materials borrowed through the system include workshops, student and teacher references, identification of curriculum aids, undergraduate and graduate student references, administrative planning, identification of materials for purchase, and other classroom or instructional uses.

LOAN PROCEDURES - Order forms are enclosed at the end of each bibliography and may be reproduced locally. Anyone wishing to borrow materials can do so by simply stating the item order numbers of the materials desired. Requests will be filled by mail on a first-come, first-served basis. In addition to mail requests, materials are available for examination and loan at the School of Education IMC, located in the Teacher Education Building, 225 N. Mills Street, Madison, WI 53706.

SOURCES OF MATERIALS AND FUNDS - The development of the Bibliographies and free loan system has been made possible through a grant from the Bureau of Career and Manpower Development, Wisconsin Department of Public Instruction, and the cooperation of the Wisconsin Board of Vocational, Technical and Adult Education.

CONTRIBUTION OF MATERIALS - Materials have been identified from throughout the United States. Materials collected as part of the on-going operation of the Wisconsin Vocational Studies Center have been included, as have many items contributed by various departments on the Madison campus and teachers throughout the state. You may wish to contribute items which you have developed in your school. If so, send them or the title and publisher to the Wisconsin Vocational Studies Center. Your suggestions are welcome too.

MATERIALS NOT INCLUDED - the bibliography does not attempt to include materials listed in readily available catalogues produced by commercial sources, government agencies or other agencies which normally supply their lists to teachers. However, some duplications may exist, but attempts have been made to avoid duplicating the ERIC, AIM, ARM, CIJE and other material lists.

DISTRIBUTION OF BIBLIOGRAPHIES - Bibliographies are distributed free to vocational and other selected educators in Wisconsin. Persons out of state or others may purchase the bibliography. Only the bibliography appropriate to the field in which the person works is supplied to an individual. Complete sets of all 9 areas are available through LVEC's at the secondary level and through the Learning Resource Centers and Division Chairmen at the post-secondary level.

PURCHASE PROCEDURE - Items may be purchased, when available, from the supplier or publisher listed in each bibliographic entry. No purchases may be made through the Center.

CODING SYSTEM - A coding system has been designed to facilitate cataloging of materials. The system incorporates Office of Education program code numbers and ERIC identification group numbers and terms. This system allows for a categorical breakdown within each program area.

UPDATES - Periodic update of bibliographies will be made as materials are added to the collection. Updates will be by program area addenda until such time as printing of an entirely new bibliography is warranted.

COMPUTERIZED INFORMATION RETRIEVAL SYSTEM - A computerized information retrieval system which accesses ERIC, AIM, ARM, and CIJE is in operation through the Wisconsin Department of Public Instruction (WIRE) and through local VTAE Districts. The computerized system will identify materials and print out titles as well as abstracts. For more information, contact the above agencies or the Wisconsin Vocational Studies Center, University of Wisconsin-Madison. The Computerized Information Retrieval System supplements the bibliography presented here.

REGIONAL CURRICULUM LABORATORY ASSOCIATION - The Center maintains contact with the Regional Curriculum Laboratory for Vocational Education located at Springfield, Illinois, through the Department of Public Instruction and the Wisconsin Board of Vocational, Technical and Adult Education. The Regional Lab provides a backup source of materials as well as a contact for information about new materials being developed throughout the nation. For searches for materials, contact the Wisconsin Vocational Studies Center, University of Wisconsin-Madison or Mr. Cliff Zenor at the Wisconsin Board of Vocational, Technical and Adult Education or Mr. Donald Zahn at the Wisconsin Department of Public Instruction.

SPECIAL SUBJECT AREA LISTINGS - Certain subject areas represented in the bibliographies cut across several program areas; thus it is advisable to look at bibliographies for other program areas as well as your own. In some cases this cross referencing has been done by the Center staff for someone else. If you have a particular need for information which cuts across service areas, such as cooperative education, metric education, work experience, evaluation, etc., you can check with the project staff to see if it has already been completed. A copy will be mailed to you if it is already available; if not, and staff time permits, we will search the collection and compile the list for you.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ C20 ADMINISTRATION

B-1 ADMINISTRATIVE HANDBOOK FOR BUSINESS AND OFFICE EDUCATION. The University of the State of New York, The State Education Dept., Bureau of Business Education, Albany, NY 12224; 1971. 34 p.

B-2 THE WORK OF THE BUSINESS AND DISTRIBUTIVE EDUCATION DEPARTMENT CHAIRMAN. The University of the State of New York, The State Education Dept., Bureau of Secondary Curriculum Development, Albany, NY 12224; n.d. 23 p.

B-482 HANDBOOK FOR VOCATIONAL TEACHER-COORDINATORS OF BUSINESS AND OFFICE EDUCATION. Research and Curriculum Unit, Mississippi State University, P.O. Drawer DX, Mississippi State, MS 39762; 1972. 133 p. \$2.50.

B-483 A LEADER'S GUIDE FOR SUPERVISORY TRAINING. By Donald Kohns and Donald Blumm. Minnesota Dept. of Education, Vocational-Technical Div., St. Paul, MN 55105; 1974. 1 v. (unpaged).

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ C40 ATTITUDES

B-30 SELF-DEVELOPMENT UNIT. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1973. 36 p. \$2.00.

B-461 YOUR ATTITUDE IS SHOWING: A PRIMER ON HUMAN RELATIONS. 2nd ed. By Elwood N. Chapman. Science Research Associates, Inc., College Div., 1540 Page Mill Rd., Palo Alto, CA 94304; 1972. 215 p. \$3.60 (paper).

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ C50 AUDIO-VISUAL MATERIALS AND METHODS

B-3 AUDIOVISUAL MATERIALS FOR TEACHING ECONOMICS. Joint Council on Economic Education, 1212 Avenue of the Americas, New York, NY 10036; 1972. 55 p. \$1.75.

B-4 MARKETPLACE GAME: AN ECONOMICS EDUCATIONAL GAME. Joint Council on Economic Education, 1212 Avenue of the Americas, New York, NY 10036; n.d. \$75.00. Game.

B-5 CAREERS IN OFFICE OCCUPATIONS. Vocational Education Media Center, Clemson University, Clemson, SC 29631, in cooperation with the Office of Vocational Education, State Dept. of Education, Columbia, SC 29201; n.d. Set of 11 transparencies and guide.

B-48 INDIVIDUALIZING INSTRUCTION WITH AN AUDIO-VISUAL TUTORIAL LABORATORY. Business, Marketing and Management Occupations, Occupational Consultant Unit, Div. of Vocational and Technical Education, 1035 Outer Park Dr., Springfield, IL 62706; n.d. 16 p.

B-299 OFFICE EDUCATION II. International Film Bureau Inc., 332 S. Michigan Ave., Chicago, IL 60604; n.d. 4 film strips, 2 cassette tapes and script. CONTENTS: Job application sources.-Preparing for the interview.-Job application, letter and resume.-Do's and Don'ts during the interview.

B-300 OFFICE EDUCATION I. International Film Bureau, Inc., 332 S. Michigan Ave., Chicago, IL 60604; n.d. 5 film strips, 4 cassette tapes, script. CONTENTS: The secretary as a career.-Vocational objectives.-The clerical worker.-So you want to be a secretary.-The administrative assistant.

B-376 COOPERATIVE OFFICE EDUCATION: A COURSE OF STUDY. By Victor Van Hook. Curriculum and Instructional Materials Center, Div. of Business and Office Education, Oklahoma State Board of Vocational and Technical Education, Stillwater, OK 74074; 1972. 807 p. \$15.00.

B-378* BUSINESS ORGANIZATION. n.p.; n.d. Video-cassette.

B-379* BUSINESS ORGANIZATION. n.p.; n.d. Cassette.

B-406 BULLETIN BOARD IDEAS FOR OFFICE OCCUPATIONS. By Ann Jolly, et. al. Vocational Education Media Center, Clemson University, Clemson, SC 29631; 1974. 37 p. \$3.50.

B-474 THE UNITED STATES ECONOMY IN ACTION: CAPITAL INVESTMENT. Teaching Resources Films, Joint Council on Economic Education, 1212 Avenue of the Americas, New York, NY 10036; 1975. 2 35mm col. filmstrips, 2 cassette tapes, teacher's guide. \$34.00. CONTENTS: The role of capital investment.-The problem of capital accumulation.

B-475 ALMOST THREE DOZEN BULLETIN BOARD IDEAS FOR BUSINESS EDUCATION. Bennie N. Evans, comp. Mississippi State University, Research and Curriculum Unit, P.O. Drawer DX, Mississippi State, MS 39762; 1971. 35 p. \$1.75.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ C10 CURRICULUM

B-6 ARKANSAS GUIDELINES FOR EXPLORATORY BUSINESS: SPARKLING OPPORTUNITIES IN BUSINESS EDUCATION. Business and Office Education Service, Div. of Vocational, Technical and Adult Education, Dept. of Education, State of Arkansas, Little Rock, AK 72201; 1973. 64 p.

B-7 HANDBOOK FOR BUSINESS AND OFFICE EDUCATION. Delaware Dept. of Public Instruction, Business and Office Education, John G. Townsend Bldg., Dover, DE 19901; 1973. 49 p.

B-8 BUSINESS AND OFFICE EDUCATION, QUARTER SYSTEM CURRICULUM GUIDE. Georgia Dept. of Education, Office of Adult and Vocational Education, State Office Bldg., Atlanta, GA 30334; 1973. 41 p.

B-9 SEQUENTIAL PROGRAMS IN SECONDARY EDUCATION FOR BUSINESS, MARKETING AND MANAGEMENT OCCUPATIONS. State of Illinois, Board of Vocational Education and Rehabilitation, Div. of Vocational and Technical Education, 1035 Outer Park Dr., Springfield, IL 62706; n.d. 19 p.

B-10 ECONOMICS IN THE CURRICULUM, DEVELOPMENTAL ECONOMIC EDUCATION PROGRAM. The Joint Council on Economic Education, Robert E. Krieger Publishing Co., Huntington, NY 11743; 1973. 141 p. \$2.00.

B-11 HANDBOOK FOR CURRICULUM CHANGE/APPENDICES (DEEP--DEVELOPMENTAL ECONOMIC EDUCATION PROGRAM). The Joint Council on Economic Education, 1212 Avenue of the Americas, New York, NY 10036; n.d. \$15.00.

B-12 WORKING DRAFT CURRICULUM GUIDES FOR BUSINESS AND OFFICE EDUCATION. Louisiana State Dept. of Education, Business and Office Education, P.O. Box 44064, Baton Rouge, LA 70804; 1973. 115 p.

B-14 GENERAL CURRICULUM GUIDE FOR BUSINESS AND OFFICE OCCUPATIONS. Massachusetts Dept. of Education, Div. of Occupational Education, 178 Tremont St., Boston, MA 02111; 1971; 194 p. \$1.80.

B-16 BUSINESS EDUCATION CURRICULUM GUIDELINES. Dept. of Public Instruction, State Capitol, Helena, MT 59601; 1971. 223 p.

B-17 BUSINESS EDUCATION CURRICULUM GUIDES FOR THE 70'S. New Jersey Business Education Assn. New Jersey Dept. of Education, Div. of Vocational Education, North Hunterdon Regional High School District, State Dept. of Education, Trenton, NJ 08625; n.d. 84 p.

- B-19** BUSINESS, OFFICE AND DISTRIBUTIVE EDUCATION FOR NORTH DAKOTA SECONDARY SCHOOLS. State Dept. of Public Instruction, Capitol Bldg., Bismarck, ND, and State Board for Vocational Education, 900 East Blvd., Bismarck, ND 58501; n.d. 251 p.
- B-20**
1974 THE BUSINESS EDUCATION CURRICULUM. By William H. Selden, Jr. Bureau of Vocational Education, Pennsylvania Dept. of Education, Box 911, Harrisburg, PA 17126; 1974. 32 p.
- B-21** CURRICULUM GUIDE FOR OFFICE OCCUPATIONS. State Dept. of Education, Office of Vocational Education, Office Occupations Section, Columbia, SC 29201, in cooperation with Vocational Education Media Center, Clemson University, Clemson, SC 29631; 1973. 84 p.
- B-22** OCCUPATIONAL CURRICULUM PLANNING GUIDE FOR OFFICE AND DISTRIBUTIVE OCCUPATIONS. South-Western Publishing Co., 355 Conde St., W. Chicago, IL 60185; 1974. 35 p.
- B-24** STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS, SUGGESTED CURRICULA GUIDE. US Dept. of Health, Education, and Welfare. Northern Illinois University, DeKalb, IL 60115; 1967. 228 p. \$1.50.
- B-25** BUSINESS AND OFFICE OCCUPATIONS CURRICULUM GUIDE. Utah State Board of Education, 1400 University Club Bldg., Salt Lake City, UT 84111; 1973. 43 p.
- B-26** SUGGESTED CURRICULUM PATTERNS FOR OFFICE OCCUPATIONS EDUCATION. Virginia State Dept. of Education, Div. of Vocational Education, Business Education Service, Richmond, VA 23216; 1973. 204 p.
- B-27** CLERICAL AND RELATED OCCUPATIONS CURRICULUM GUIDE. West Virginia State Board of Education, Bureau of Vocational, Technical and Adult Education, Capitol Bldg., No. 6, Charleston, WV 25305; 1972. 30 p.
- B-137** BUSINESS AND PUBLIC POLICY, INSTRUCTOR'S GUIDE FOR AN ADULT COURSE. The University of the State of New York, The State Education Dept., Bureau of Continuing Education Curriculum Development, Albany, NY 12224; 1973. 38 p.
- B-157** GENERAL BUSINESS SYLLABUS. The University of the State of New York, The State Education Dept., Bureau of Secondary Curriculum Development, Albany, NY 12224; 1970. 94 p.
- B-158** CURRICULUM GUIDE, GENERAL BUSINESS. State Dept. of Education, Business Education Service, Div. of Vocational Education, Richmond, VA 23216; 1973. 67 p.
- B-159** QUALITIES OF AN EFFECTIVE GENERAL BUSINESS TEACHER. By Betty Jean Brown. Center for Business and Economic Research, College of Business Administration, The University of Tennessee, Knoxville, TN 37901; n.d. 168 p. \$3.50.
- B-219** CALIFORNIA BUSINESS EDUCATION PROGRAMS FOR OFFICE AND DISTRIBUTIVE OCCUPATIONS. Bureau of Business Education, California State Dept. of Education, Sacramento, CA; 1973. 354 p.
- B-223** THE DOWNTOWN TEACHER: A HANDBOOK FOR TRAINING SPONSORS. State Dept. of Education, Office of Vocational Education, Distributive Education Section, Columbia, SC, in cooperation with Vocational Education Media Center, Clemson University, Clemson, SC 29631; Rev., 1970. 12 p.
- B-225** GENERAL CURRICULUM GUIDE FOR BUSINESS EDUCATION IN UTAH. Rev. Utah State Board of Education, 1400 University Club Bldg., 136 E. South Temple, Salt Lake City, UT 84111; 1974. 42 p. \$1.25.
- B-226** A GUIDE FOR BUSINESS AND/OR OFFICE EDUCATION. John D. Lee, ed. Div. of Vocational Education, Office of State Supt. of Public Instruction, State House, reproduced by Vocational Resource Center, Dept. of Vocational-Technical Education, Indiana State University, Terre Haute, IN 47809; n.d. 335 p.
- B-227** GUIDELINES FOR BUSINESS TEACHER EDUCATION: COMPREHENSIVE FORM. Committee on Guidelines for the preparation of Teachers of Business Education, National Business Education Assn., Dulles International Airport, P.O. Box 17402, Washington, DC 20041; 1973. 50 p.
- B-228** NATIONAL SYMPOSIUM FOR BUSINESS AND OFFICE EDUCATION CURRICULUM GUIDELINES. By Carmela C. King-ton and Ellis R. Thomas. Project funded by US Office of Education, Grant #OEG-0-83-1182, through the Div. of Business, Trenton State College, Trenton, NJ 08625; n.d. 134 p.
- B-229** RELEVANCE IN THE EDUCATION OF TODAY'S BUSINESS STUDENT. By Gerald W. Maxwell and William L. Winnett. National Business Education Assn., Dulles International Airport, P.O. Box 17402, Washington, DC 20041; 1973. 292 p. \$7.50.
- B-230** WORKING TO SERVE THE NEEDS OF KANSAS. Kansas State Dept. of Education, Kansas State Educational Bldg., 120 E. 10th St., Topeka, KS 66612; n.d. 267 p.
- B-276** READING INSTRUCTIONS: A UNIT IN BUSINESS EDUCATION. By Donald Krueger. Waupun High School, Waupun, WI 53963; n.d. 20 p. Mimeographed course outline.
- B-286** COOPERATIVE OFFICE EDUCATION. By Paul G. Burghardt and Chrystine R. Shack. Vocational-Technical Curriculum Laboratory, Rutgers-The State University, 10 Seminary Place, New Brunswick, NJ; 1969. 117 p.
- B-289** AGENCIAS Y LEGISLACION RELACIONADAS CON EL MUNDO DEL TRABAJO. Centro Vocacional de Recursos Pedagogicos, Programa de Instruccion Vocacional y Tecnica, Region Educativa de San Juan, Departamento de Instruccion Publica, Programa de Instruccion Vocacional y Tecnica, Unidad de Investigacion, Divulgacion y Desarrollo Curricular; 1972. 83 p.
- B-291** UNIDAD RECURSO PARA LA ENSEÑANZA DEL CURSILLO SOBRE PLANIFICACION Y USO EFFECTIVO DEL TIEMPO Y LA ENERGIA FISICA. Estado Libre Asociado de Puerto Rico, Dpto. de Instruccion Publica, Oficina Regional de San Juan, Hato Rey, Puerto Rico, Programas Vocacionales Especiales, Enmiendas Ley Vocacional 1968, Proyecto Ejemplar Hostos; 1971. 13 p.
- B-306*** BUSINESS EDUCATION FOR THE EMERGENT OFFICE. By Harry Huffman and Dale D. Gust. The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Rd., Columbus, OH 43210; 1970. 180 p.
- B-312*** A CURRICULUM FOR PURCHASING. By Richard L. Pinkerton. The University of Wisconsin, Bureau of Business Research and Service, Wisconsin Project Reports, Sponsored by National Assn. of Purchasing Management and NAPA Purchasing Education Foundation, Inc., 11 Park Place, New York, NY 10007; n.d. 207 p.
- B-389** PERFORMANCE OBJECTIVES DEVELOPMENT PROJECT: OFFICE. By Dan Brown and Philip Bailey. Michigan Dept. of Education, Vocational-Technical Education Service, P.O. Box 925, Lansing, MI 48904; 1974. 63 p. Microfiche only.
- B-400*** BUSINESS AND OFFICE CAREER EDUCATION CURRICULUM, BUSINESS AND OFFICE CAREERS COURSE GUIDE, JUNIOR HIGH AND MIDDLE SCHOOL. (BO-CEC). By Harry Huffman. Dept. of Vocational Education, Colorado State University, Fort Collins, CO 80523; 197-. 345 p.

B-412 OFFICE EDUCATION: A CURRICULUM MANUAL. By Elmerine Everett. Vocational-Technical Div., New Mexico State Dept. of Education, Santa Fe, NM 87501; 1973. 2 v. (various pagings). \$16.50. CONTENTS: V. 1. Teacher's manual.-V. 2. Student's manual.

B-413 OFFICE EDUCATION II: A CURRICULUM MANUAL. By Elmerine Everett. Vocational-Technical Div., New Mexico State Dept. of Education, Santa Fe, NM 87501; 1974. 2 v. (various pagings). \$16.50. CONTENTS: V. 1. Teacher's manual.-V. 2. Student's manual.

B-421** TRAINING PLANS FOR COOPERATIVE OFFICE EDUCATION: A GUIDE. By Frank M. Peele and Donald L. Campbell. Business Education Service, Div. of Vocational Education, State Dept. of Education, Richmond, VA; 1974. 190 p.

B-435 CONTINUOUS PUPIL PROGRESS. Dept. of Business Education, Havre High School, Havre, MT 59501; 1973. 48 p.

B-468 A TEACHING-LEARNING SYSTEM FOR BUSINESS EDUCATION. By Estelle Popham, Adele F. Schrag, and Wanda Blockhus. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1975. 486 p. \$12.95.

B-470 EDUCATION FOR OFFICE CAREERS: AN ARTICULATED CURRICULUM GUIDE FOR JUNIOR HIGH SCHOOLS, SECONDARY SCHOOLS, AREA VOCATIONAL-TECHNICAL SCHOOLS, COMMUNITY COLLEGES. Tennessee Dept. of Education, Div. of Vocational-Technical Education, Nashville, TN 37219; 1972. 1 v. (various pagings). \$6.25.

B-481 CURRICULUM GUIDE FOR VOCATIONAL TEACHER-COORDINATORS OF INTENSIVE BUSINESS TRAINING. Research and Curriculum Unit, Mississippi State University, P.O. Drawer DX, Mississippi State, MS 39762; 1972. 155 p. \$2.25.

B-484 COMPETENCY-BASED OFFICE EDUCATION MODULES. Gary N. McLean, ed. Iowa State Dept. of Public Instruction, Grimes State Office Bldg., Des Moines, IA 50319; 1975. 97 p.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 140 EDUCATION

B-31 IDAHO GUIDELINES FOR OFFICE OCCUPATIONS. Idaho State Board for Vocational Education, 506 N. 5th St., Boise, ID 83720; 1971. 31 p.

B-32 BUSINESS EDUCATION FOR THE SEVENTIES. Office of the Supt. of Public Instruction, Vocational and Technical Education Div., 1035 Outer Park Dr., Springfield, IL 62706; 1972. 301 p.

B-33 IOWA BUSINESS EDUCATION HANDBOOK. Iowa Business Education Assn. and the State Dept. of Public Instruction, Des Moines, IA 50318; 1972. 227 p. \$4.00.

B-34 GUIDELINES FOR BUSINESS AND OFFICE EDUCATION. Massachusetts Dept. of Education, Div. of Occupational Education, 178 Tremont St., Boston, MA 02111; n.d. 24 p.

B-35 BUSINESS AND OFFICE EDUCATION IN MISSOURI, AN INTRODUCTION. State Dept. of Education, Vocational Div., Business and Office Education Section, Jefferson City, MO 65101; n.d. 37 p.

B-36 ECONOMICS IN THE BUSINESS CURRICULUM. Joint Council on Economic Education, 1212 Avenue of the Americas, New York, NY 10036; 1972. 96 p. \$2.50.

B-38 ORGANIZATION AND ADMINISTRATION OF ADULT VOCATIONAL BUSINESS EDUCATION PROGRAMS. Pennsylvania Dept. of Education, Bureau of Vocational, Technical and Continuing Education, Box 911, Harrisburg, PA 17126; 1971. 18 p.

B-39 VOCATIONAL OFFICE EDUCATION PROGRAM STANDARDS. Texas Education Agency, Austin, TX 78711; 1971. 16 p.

B-317* EXPLORING CAREERS IN BUSINESS AND OFFICE: A GUIDE FOR TEACHERS. By Martha Keeton. Curriculum Development Center, Vocational Education, University of Kentucky, Lexington, KY 40506; 1974. 255 p.

B-409 JOBS IN BUSINESS AND OFFICE. By James Haskins. Lothrop, Lee and Shepard Co., 105 Madison Ave., New York, NY; 1974. 96 p. \$5.50.

B-440 COOPERATIVE OFFICE EDUCATION, "PROGRAMMED FOR SUCCESS." Coordinator's manual. Minnesota Dept. of Education, Vocational and Technical Div., Capitol Square Bldg., St. Paul, MN 55101; 1972. 1 v. (various pagings).

B-469 OPPORTUNITIES IN OFFICE OCCUPATIONS. Rev. By Estelle L. Popham and Blanche Ettinger. Vocational Guidance Manuals, Universal Publishing and Distributing Corp., 235 E. 45th St., New York, NY 10017; 1972. 128 p. \$4.50.

B-471 EXPLORING BUSINESS AND OFFICE OCCUPATIONS. Careers in focus series. By Marla P. Peterson. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1976. 3 v. \$7.25. CONTENTS: Student manual.-Worksheet booklet.-Teacher's manual and key.

B-472-1 A CAREER IN THE MODERN OFFICE, 1: OPPORTUNITIES IN TODAY'S OFFICE. By Phyllis Morrison. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1969. 140 p. \$2.96.

B-472-2 A CAREER IN THE MODERN OFFICE, 2: MAKING THE MOST OF YOURSELF. By Phyllis Morrison. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1969. 140 p. \$2.96.

B-472-3 A CAREER IN THE MODERN OFFICE, 3: MAKING THE MOST OF YOUR SKILLS. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1969. 140 p. \$2.96.

B-472-4 A CAREER IN THE MODERN OFFICE, 4: GETTING THE RIGHT JOB. By Phyllis Morrison. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1970. 140 p. \$1.96.

B-472-5 A CAREER IN THE MODERN OFFICE: TEACHER'S MANUAL AND KEY. By Phyllis Morrison. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1969. 108 p. \$4.00.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 150 EMPLOYMENT

B-40 EMPLOYMENT OPPORTUNITIES IN BUSINESS, MARKETING, AND MANAGEMENT OCCUPATIONS. State of Illinois, Board of Vocational Education and Rehabilitation, Div. of Vocational and Technical Education, 1035 Outer Park Dr., Springfield, IL 62706; n.d.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 170 EQUIPMENT

B-325* MINIMUM-MAXIMUM EQUIPMENT LIST OF PROGRAMS 14.0100 - 14.9900. n.p.; n.d. 4 l.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 180 EVALUATION

B-42 OFFICE EDUCATION, NORTH DAKOTA VOCATIONAL EDUCATION ASSESSMENT SYSTEM. North Dakota State Board for Vocational Education, 900 East Blvd., Bismarck, ND 58501; n.d.

B-43 A SELF-EVALUATION INSTRUMENT FOR THE BUSINESS AND OFFICE EDUCATION PROGRAMS (INTENSIVE AND COE). Ohio State Dept. of Education, Div. of Vocational Education, Business and Office Education Service, in cooperation with the University of Toledo, 65 S. Front St., Columbus, OH 43215; 1967. 49 p. \$1.00.

B-44 CRITERIA FOR THE USE OF A SCHOOL DISTRICT IN EVALUATING ITS BUSINESS EDUCATION PROGRAM. Pennsylvania Dept. of Public Instruction, Business Education Div., Box 911, Harrisburg, PA 17126; 1968. 16 p.

B-45 DIAGNOSTIC TESTS, INVENTORY CHARTS, PROGRESS CHARTS FOR VOCATIONAL OFFICE EDUCATION. Tennessee State Dept. of Education, Div. of Vocational-Technical Education, 205 Cordell Hull Bldg., Nashville, TN 37219; n.d. 80 p. \$2.50.

B-401* BUSINESS AND OFFICE CAREER EDUCATION CURRICULUM PROJECT (BO-CEC): THE SECONDARY/POST-SECONDARY COMPONENT. By Harry Huffman. Dept. of Vocational Education, Colorado State University, Fort Collins, CO 80523; 197-. 53 p.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 210 FACILITIES

B-46 A PICTORIAL GUIDE TO AID IN PLANNING BUSINESS AND DISTRIBUTIVE EDUCATION CLASSROOMS AND FACILITIES. The University of the State of New York, The State Education Dept., Bureau of Business and Distributive Education, Albany, NY 12224; 1965. 45 p.

B-47 ORGANIZATION OF AN OPEN SPACE BUSINESS EDUCATION PROGRAM. Pennsylvania Dept. of Education, Bureau of Vocational Education, Box 911, Harrisburg, PA 17126; 1973. 8 p.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 270 INSTRUCTION

B-49 CASE PROBLEMS FOR ENRICHING CLASS DISCUSSIONS. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1970. 23 p. \$2.00.

B-51 GENERAL OFFICE TRAINING, A GUIDE FOR TEACHERS TO HANDLE SPECIAL PROBLEMS IN BUSINESS EDUCATION. Missouri Dept. of Education, Vocational Div., Business and Office Education Section, Jefferson Bldg., Jefferson City, MO 65101; 1969. 232 p.

B-52 B.O.E., UNITS OF INSTRUCTION. North Carolina Dept. of Education, Education Bldg., Raleigh, NC 27602; 1968. 141 p.

B-156 GENERAL BUSINESS COURSE GUIDE. Texas Education Agency, Austin, TX 78711; 1967. 45 p.

B-231 BEHAVIORAL OBJECTIVES AND EVALUATION: BUSINESS EDUCATION COURSES. By Janice E. Hasiuk and Roger E. Nathan. Div. of Vocational Education, Dept. of Education, State of New Jersey, Vocational-Technical Curriculum Laboratory, Rutgers-The State University, Bldg. 4103-Kilmer Campus, New Brunswick, NJ; n.d. 46 p.

B-232 GUIDELINES FOR USING TRANSPARENCIES IN BUSINESS EDUCATION: BUSINESS SKILL AREAS. Div. of Vocational Education, Dept. of Education, State of New Jersey, Vocational-Technical Curriculum Laboratory, Rutgers-The State University, Bldg. 4103-Kilmer Campus, New Brunswick, NJ; 1970. 164 p.

B-233 GUIDELINES FOR USING TRANSPARENCIES IN BUSINESS EDUCATION: GENERAL BUSINESS AREAS. Div. of Vocational Education (Business Education Unit), Dept. of Education, State of New Jersey, Vocational and Technical Curriculum Laboratory, Rutgers-The State University, Bldg. 4103-Kilmer Campus, New Brunswick, NJ; 1971. 130 p.

B-234 HOW TO TEACH BUSINESS SUBJECTS: ESPECIALLY DESIGNED FOR STUDENT TEACHERS. Harry Huffman, ed. National Business Education Assn., 1201 16th St., NW, Washington, DC 20036; 1959. 175 p. \$3.50.

B-235 A TEACHER'S GUIDE TO ECONOMICS IN THE BUSINESS EDUCATION CURRICULUM. By Milton C. Olson, Ray G. Price, Eugene L. Swearingen, et al. Joint Council on Economic Education, 2 W. 46th St., New York, NY, and National Business Education Assn., 1906 Association Dr., Reston, VA 22091; n.d. 104 p.

B-304** BEHAVIORAL OBJECTIVES FOR SELECTED UNITS IN BUSINESS EDUCATION: VOCATIONAL EDUCATION EVALUATION PROJECT. By Richard K. Hill and June B. Schmidt. Div. of Vocational-Technical Education, College of Education, Virginia Polytechnic Institute and State University, Blacksburg, VA 24061, and Div. of Vocational Education and Div. of Educational Research and Statistics, State Dept. of Education, Richmond, VA 23216; n.d. 135 p.

B-433 BUSINESS OWNERSHIP: OPTIONAL ACTIVITY TEACHING UNIT. By Joe Rockers and Keith E. Wilkening. Mankato State University, Mankato, MN 56001; 1973. 95 1.

B-436 INTRODUCTION TO BUSINESS: A PROGRAMMED APPROACH. By Belford E. Carver and Charles D. Cloud. Kendall/Hunt Publishing Co., Dubuque, IA; 1975. 236 p.

B-441 (BUSINESS EDUCATION UNIPACS). By Donald Krueger. Waupun School District No. 1, 950 Wilcox St., Waupun, WI 53963; n.d. 1 v. (various pagings). CONTENTS: Performance objectives: handwriting, numbers and symbols, printing.-Calculating machine aptitude test.-Spelling.-The medical typist.-Tables with main, secondary, and short columnar headings.-Tables with long and mixed columnar headings.-Tables with ruled and boxed headings.

B-473 GENERAL BUSINESS FOR ECONOMIC UNDERSTANDING. 10th ed. By S. Joseph DeBrum, et al. South-Western Publishing Co., 355 Conde St., W. Chicago, IL 60185; 1971. 678 p. \$5.50.

B-476 BUSINESS PRINCIPLES AND MANAGEMENT. 6th ed. By Bernard A. Shilt, Kenneth E. Everard and John M. Johns. South-Western Publishing Co., 355 Conde St., W. Chicago, IL 60185; 1973. 664 p. \$5.00.

B-477 THE PROCESS OF MANAGEMENT: CONCEPTS, BEHAVIOR, AND PRACTICE. 3rd ed. By William H. Newman, Charles E. Summer and E. Kirby Warren. Prentice-Hall, Inc., Englewood Cliffs, NJ; 1972. 748 p. \$13.95.

B-478 ORGANIZATION FOR MARKETING. By Vivien King Ely. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1971. 124 p. \$2.00.

B-479 SPECIALIZED SMALL BUSINESS MANAGEMENT FOR TRADE, INDUSTRIAL AND TECHNICAL AREAS. VOLUMES 1-4. By William W. Merz and Wayne Olson. Minnesota Instructional Materials Center, 3300 Century Ave., N., White Bear Lake, MN 55110; n.d. 4 v. in 1.

B-480 PLANNING AND CONTROL FOR PROFIT. Rev. By Ralph F. Lewis. Harper and Row, 49 E. 33rd St., New York, NY 10016; 1970. 230 p. \$7.95.

B-487 CALIFORNIA BUSINESS EDUCATION PROGRAM GUIDE FOR OFFICE AND DISTRIBUTIVE OCCUPATIONS: INSTRUCTIONAL MATERIALS. R. Conway Spittler and Lynda Veatch, comps. Bureau of Business Education, California State Dept. of Education, 721 Capitol Mall, Sacramento, CA 95814; 1975. 69 p.

B-488 METRICATION AND SOME IMPLICATIONS FOR BUSINESS EDUCATION. By William Selden. Pennsylvania Dept. of Education, Box 911, Harrisburg, PA 17126; 1974. 11 p.

B-489 CORPORATE ENTITY GUIDES: BUSINESS AND DISTRIBUTIVE EDUCATION PROJECT, UNITS I-V (TENTATIVE). Utah State Board of Education, 250 E. 5th St., S., Salt Lake City, UT 84111; n.d. (86) 1. \$1.00.
 CONTENTS: Business organizational procedures.-Fiscal policies and company operation.-Purchasing and product selection.-Production and production control.-Sales and promotion.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 280 INSTRUCTIONAL PROGRAM DIVISIONS

B-460* BO-CEC (BUSINESS AND OFFICE CAREER EDUCATION CURRICULUM) ELEMENTARY RESOURCE GUIDE. By Harry Huffman. Dept. of Vocational Education, Colorado State University, Fort Collins, CO 80523; 1974. 215 p. Elementary level.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 300 LANGUAGES

B-459* BO-CEC (BUSINESS AND OFFICE CAREER EDUCATION CURRICULUM) ENGLISH RESOURCE GUIDE, GRADES 7-9. By Harry Huffman. Dept. of Vocational Education, Colorado State University, Fort Collins, CO 80523; 1974? 343 p.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 320 LIBRARY MATERIALS

B-360* STATE INSTRUCTIONAL MATERIALS FOR OFFICE OCCUPATIONS VOCATIONAL EDUCATION. Supt. of Documents, #890, US Govt. Print. Off., Washington, DC 20402; 1974. 38 p.

B-370* VOCATIONAL EDUCATION STATE INSTRUCTION MATERIALS FOR . . . OFFICE OCCUPATIONS. US Govt. Print. Off., Washington, DC 20402; n.d. 25 p.

B-485 (COMPETENCY/PERFORMANCE BASED CURRICULUM FOR ALL LEVELS OF BUSINESS EDUCATION: BIBLIOGRAPHY). Preliminary version. Waukesha County Technical Institute, 800 Main St., Pewaukee, WI 53072; 1975. 3 l. Free.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 340 MATERIALS

B-457* BO-CEC (BUSINESS AND OFFICE CAREER EDUCATION CURRICULUM) MATH RESOURCE GUIDE, GRADES 7-9. By Harry Huffman, et. al. Dept. of Vocational Education, Colorado State University, Fort Collins, CO 80523; 1974? 320 p.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 370 ORGANIZATIONS

B-57 AN OVERVIEW OF PROFESSIONAL RESPONSIBILITIES FOR PENNSYLVANIA BUSINESS EDUCATORS. By William Selden. Bureau of Vocational Education, Box 911, Harrisburg, PA 17126; 1972, repr. 1975. 9 p.

B-434 BUSINESS AND OFFICE EDUCATION HANDBOOK. Office of the Supt. of Public Instruction, Helena, MT 59601; 1975. 16 l.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 350 OCCUPATIONS

B-54 CAREERS IN BUSINESS. National Business Education Assn., 1201 16th St., NW, Washington, DC 20036; n.d. 31 p.

B-55 EXPLORING CAREERS. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1973. \$5.00.

B-56 EXPLORING CAREERS IN BUSINESS AND OFFICE, A GUIDE FOR TEACHERS. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1973. 118 p. \$5.00.

B-466* INTRODUCTION TO VOCATIONS: BUSINESS AND OFFICE OCCUPATIONS CLUSTER. By Edward Brower, et al. Vocational-Technical Curriculum Laboratory, Rutgers-The State University, Bldg. 4103-Kilmer Campus, New Brunswick, NJ 08903; 1975. 153 p. \$3.50.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 410 PROGRAMS

B-486 COOPERATIVE OFFICE OCCUPATIONS PROGRAM, MANUAL I: PROCEDURES FOR IMPLEMENTATION. James E. LaBarre, project director. Bureau of Career and Manpower Development, Wisconsin Dept. of Public Instruction, 126 Langdon St., Madison, WI 53702; 1975. 176 p.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 450 RESEARCH

B-58 SELECTED RESEARCH STUDIES IN BUSINESS EDUCATION, 1969-1972. State of Indiana, Business and Office Education, State Office Bldg., Rm 1012, Indianapolis, IN 46204; n.d.

B-404 IDENTIFICATION OF TASKS IN OFFICE OCCUPATIONS. By Jack C. Reed. Final report, June, 1973 workshop. Dept. of Public Instruction, Career Education Div., Grimes State Office Bldg., Des Moines, IA 50319; 1973. 126 p.

B-407 DEVELOPMENT OF TASK PERFORMANCE STATEMENTS FOR A NEW OFFICE AND BUSINESS EDUCATION LEARNING SYSTEM (NOBELS). FINAL REPORT. Center related series no. 16. By Frank W. Lanham, et. al. Center for Vocational and Technical Education, Ohio State University, 1960 Kenny Rd., Columbus, OH 43210; 1972. 361 p. \$18.75.

B-410 A RESEARCH MODEL FOR IDENTIFICATION OF TASK AND KNOWLEDGE CLUSTERS ASSOCIATED WITH PERFORMANCE OF MAJOR TYPES OF OFFICE EMPLOYEES' WORK. FINAL REPORT, NO. 5. By Edward A. Perkins and R. Ross Byrd. Washington State University, Pullman, WA, reproduced by US Office of Education, Washington, DC; 1966. 64 l. \$3.65.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 460 RESOURCES

B-59 RESOURCE MATERIALS FOR BUSINESS EDUCATION. By Doreen Dixon and Geraldine Farmer. CABET Project of the Alberta Business Education Council. The Alberta Teachers' Assn., 11010 142nd St., Edmonton, Alberta, Canada; 1973. 38 p.

B-60 LISTING OF PUBLICATIONS, BUSINESS, MARKETING AND MANAGEMENT OCCUPATIONS. State of Illinois, Board of Vocational Education and Rehabilitation, Div. of Vocational and Technical Education, 1035 Outer Park Dr., Springfield, IL 62706; n.d. 23 p.

B-61 NORTHERN ILLINOIS UNIVERSITY BUSINESS EDUCATION RESOURCE CENTER: LISTINGS OF AVAILABLE MATERIAL. Business Education Dept., Vocational Office and Distributive Educational Materials Center, Northern Illinois University, DeKalb, IL 60115; n.d. Folder.

B-62 LIST OF TEACHING AND LEARNING AIDS FOR OFFICE EDUCATION. State of Indiana, Business and Office Education, State Office Bldg., Rm 1012, Indianapolis, IN 46204; n.d. 9 p.

B-63 STUDY MATERIALS FOR ECONOMIC EDUCATION IN SCHOOLS. Joint Council on Economic Education, 1212 Avenue of the Americas, New York, NY 10036; 1969. 70 p. \$1.50.

B-66 VOCATIONAL INSTRUCTIONAL MATERIALS FOR OFFICE OCCUPATIONS AVAILABLE FROM FEDERAL AGENCIES. Northwest Regional Educational Laboratory, 500 Lindsay Bldg., 710 S.W. 2nd Ave., Portland, OR 97204; 1971. 75 p.

B-490 ENCYCLOPEDIA OF BUSINESS INFORMATION SOURCES. A DETAILED LISTING OF PRIMARY SUBJECTS OF INTEREST TO MANAGERIAL PERSONNEL, WITH A RECORD OF SOURCEBOOKS, PERIODICALS, ORGANIZATIONS, DIRECTORIES, HANDBOOKS, BIBLIOGRAPHIES, AND OTHER SOURCES OF INFORMATION ON EACH TOPIC. By Paul Wasserman, et al. Gale Research Co., Book Tower, Detroit, MI 48226; 1970. 2 v. \$47.50. CONTENTS: V. 1. General subjects.-V. 2. Geographic sources.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 480 SOCIAL SCIENCES

B-458* BO-CEC (BUSINESS AND OFFICE CAREER EDUCATION CURRICULUM) SOCIAL STUDIES RESOURCE GUIDE, GRADES 7-9. By Harry Huffman. Dept. of Vocational Education, Colorado State University, Fort Collins, CO 80523; 1974? 318 p.

14.00.00 OFFICE OCCUPATIONS, BUSINESS EDUCATION/ 520 TESTS

B-353* PRE-TESTS AND POST-TESTS FOR OFFICE OCCUPATIONS MODULAR CURRICULUM. By Jolene J. Workman, Sandra S. Bungart, Beverly Blankenship, et al. Curriculum Diffusion Seminar of the Coordinating Council for Occupations Education, Carbondale, IL; 1974. 300 p.

B-438 TESTING INSTRUMENTS FOR USE IN BUSINESS EDUCATION. Pennsylvania Dept. of Education, Box 911, Harrisburg, PA 17126; 1975. 5 l. Mimeograph.

14.01 ACCOUNTING AND COMPUTING OCCUPATIONS/ 050 AUDIO-VISUAL MATERIALS AND METHODS

B-67 ACCOUNTING TRANSPARENCIES. Vocational Education Media Center, Clemson University, Clemson, SC 29631; n.d. Transparencies.

14.01 ACCOUNTING AND COMPUTING OCCUPATIONS/ 110 CURRICULUM

B-23 COMPUTING AND ACCOUNTING OFFICE OCCUPATIONS, SUGGESTED CURRICULA GUIDE. US Dept. of Health, Education and Welfare. Northern Illinois University, DeKalb, IL 60115; 1967. 168 p. \$1.00.

B-68 BOOKKEEPING AND ACCOUNTING I AND II, SYLLABUS. The University of the State of New York, The State Education Dept., Bureau of Secondary Curriculum Development, Albany, NY 12224; 1970. 65 p.

B-69 RECORDKEEPING SYLLABUS. The University of the State of New York, The State Education Dept., Bureau of Secondary Curriculum Development, Albany, NY 12224; 1969. 51 p.

B-70 SECRETARIAL ACCOUNTING, ADULT COURSE OUTLINE. The University of the State of New York, The State Education Dept., Bureau of Business and Distributive Education, Albany, NY 12224; 1963. 24 p.

B-318* INCOME STATEMENT ANALYSIS: PREREQUISITE/GENERAL OBJECTIVES. n.p.; n.d. 10 p.

B-319* INCOME TAX (#101-123). Lakeshore Technical Institute, 843 Jefferson Ave., Sheboygan, WI 53801; n.d. 75 p.

B-320* INCOME TAX COURSE. Lakeshore Technical Institute, 843 Jefferson Ave., Sheboygan, WI 53801; 1973. 60 p.

B-292 UNIDAD RECURSO PARA LA ENSEÑANZA DEL CURSILLO RELACIONADO CON LOS SERVICIOS BANCARIOS. Estado Libre Asociado de Puerto Rico, Departamento de Instrucción Pública, Región Educativa de San Juan, Centro Vocacional de Recursos Pedagógicos, Programa de Educación Comercial; 1972. 166 p.

B-342* MODULE 35: RECORDKEEPING. By Sandra Sepamaki Bungart. Curriculum Diffusion Seminar of the Coordinating Council for Occupational Education, Carbondale, IL; 1974. 27 p.

B-343* MODULE 40: PAYROLL PROCEDURES. By Julia Looney. Curriculum Diffusion Seminar of the Coordinating Council for Occupational Education, Carbondale, IL; 1974. 14 p.

B-462* ACCOUNTING INSTRUCTION SHEETS. Waukesha County Technical Institute, 800 Main St., Pewaukee, WI 53072; n.d. 50 l.

B-465* BASIC ACCOUNTING: TIME FREE MODULAR COMPETENCY BASED CURRICULUM. Link Educational Laboratories, Montgomery, AL 36111; 1974. 4 v.

14.01 ACCOUNTING AND COMPUTING OCCUPATIONS/ 270 INSTRUCTION

B-493 GENERAL RECORDKEEPING. 7th ed. By Harry Huffman and Jeffrey R. Stewart. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1976. 4 v. \$35.00. CONTENTS: 1. Text.-2. Activity guide and working papers, book 1 and 2.-3. Personal recordkeeping practice set.-4. Business recordkeeping practice set and key.

04.01 ACCOUNTING AND COMPUTING OCCUPATIONS/ 320 LIBRARY MATERIALS

B-242 HISTORY OF ACCOUNTING. The National Cash Register Co., Dayton, OH; 1964. 20 p.

14.01.01 ACCOUNTANTS/ 110 CURRICULUM

B-71 ACCOUNTING OCCUPATIONS CLUSTER GUIDE. Oregon Board of Education, 942 Lancaster Dr., NE, Salem, OR 97310; 1973. 250 p. \$2.50.

B-72 THE ACCOUNTING CLUSTER PROGRAM - THE LEBANON-OREGON WAY. Oregon State Board of Education, Div. of Community Colleges and Career Education, 942 Lancaster Dr., NE, Salem, OR 97310; 1972.

B-294 PRINCIPIOS DE CONTABILIDAD (ACCOUNTING). Centro Vocacional de Recursos Pedagógicos, Programa de Instrucción Vocacional y Técnica, Región Educativa de San Juan, Dpto. de Instrucción Pública, Programa de Instrucción Vocacional y Técnica, Unidad de Investigación, Divulgación y Desarrollo Curricular; 1972. 155 p.

B-443 ECONOMIC AND BASIC BUSINESS UNITS FOR USE IN HIGH SCHOOL BOOKKEEPING-ACCOUNTING COURSES. By Gayle A. Stelter. Mankato State College, Mankato, MN 56001; 1970. 51 l.

14.01.01 ACCOUNTANTS/ 270 INSTRUCTION

B-73 ACCOUNTING: A PROGRAMMED TEXT. By F.E. Hartzler. Kansas State Teachers' College, Emporia, KS 66801; n.d. 70 p.

B-75 PROGRAMMED INSTRUCTION IN DEBITS AND CREDITS. Tennessee State Dept. of Education, Div. of Vocational-Technical Education, 205 Cordell Hull Bldg., Nashville, TN 37219; n.d. 24 p. \$1.00.

14.01.01 ACCOUNTANTS/ 350 OCCUPATIONS

B-76 WHAT'S IT LIKE TO BE AN ACCOUNTANT? American Institute of Certified Public Accountants, 666 5th Ave., New York, NY 10019; 1970.

B-383 PUBLIC ACCOUNTING AS A CAREER FOR YOU. National Society of Public Accountants, 1717 Pennsylvania Avenue, NW, Washington, DC 20006; 1973. 6 p.

14.01.01 ACCOUNTANTS/ 520 TESTS

B-377* ACCOUNTING I. Milwaukee Area Technical College, Business Div., 1015 N. 6th St., Milwaukee, WI 53203; n.d. 4 p.

14.01.02 BOOKKEEPERS/ 050 AUDIO-VISUAL MATERIALS AND METHODS

B-451 BOOKKEEPING TRANSPARENCIES. By Peggy C. McElveen. Media Center, Clemson University, Clemson, SC 29631; 1972. 123 transparencies. \$16.00. CONTENTS: Introduction.-General journal.-Cash receipts journal.-Cash payments journal.-Recording goods sold on account--sales journal.-Recording goods bought on account.

14.01.02 BOOKKEEPERS/ 110 CURRICULUM

B-77 BOOKKEEPING, A GUIDE FOR TEACHERS. Missouri Dept. of Education, Vocational Div., Business and Office Education Section, Jefferson Bldg., Jefferson City, MO 65101; 1969. 148 p.

B-78 SMALL BUSINESS BOOKKEEPING, A SUGGESTED ADULT BUSINESS EDUCATION COURSE, PART I. The University of the State of New York, The State Education Dept., Bureau of Continuing Education Curriculum Development, Albany, NY 12224; 1973. 100 p.

B-243 A PROGRAMMED TEXT ON RECORD KEEPING. By F.E. Hartzler. Kansas State Teachers College, Emporia, KS, with Kansas State Dept. of Education, Vocational-Technical Div., 120 E. 10th St., Topeka, KS 66612; 1972. 157 p.

14.01.02 BOOKKEEPERS/ 270 INSTRUCTION

B-432 BANK RECONCILIATION PROJECTS. By Robert J. McCullough and Kenneth Everard. Pitman Publishing Corp., 6 E. 43rd St., New York, NY 10017; 1959. 43 p. \$1.00.

B-74 RECORDKEEPING: A PROGRAMMED TEXT. Kansas State Teachers College, Emporia, KS 66801; n.d. 163 p.

14.01.02 BOOKKEEPERS/ 350 OCCUPATIONS

B-396* AN ANALYSIS OF THE BOOKKEEPING OCCUPATION. By Ronald Harnish, Pamela S. Lyons and Jerry Russelo. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 75 p.

B-422 BOOKKEEPER. California occupational guide no. 26. California State Employment Development Dept., 800 Capitol Mall, Sacramento, CA 95814; 1974. 2 p. Free.

14.01.04 MACHINE OPERATORS: BILLING, BOOKKEEPING AND COMPUTING/ 110 CURRICULUM

B-452 THE ELECTRONIC CALCULATOR. By Hoyland Fisher. Vocational Education Media Center, Clemson University, Clemson, SC 29631; 1974. 3 v. \$5.00. CONTENTS: Teacher's manual.-Transparencies.-Student's manual.

B-453 THE ROTARY CALCULATOR. By Hoyland Fisher. Vocational Education Media Center, Clemson University, Clemson, SC 29631; 1973-74. 3 v. \$3.75. CONTENTS: Teacher's manual.-Transparencies.-Student's manual.

B-454 THE KEY-DRIVEN CALCULATOR. By Hoyland Fisher. Vocational Education Media Center, Clemson University, Clemson, SC 29631; 1973-74. 3 v. \$3.25. CONTENTS: Teacher's manual.-Transparencies.-Student's manual.

B-455 THE PRINTING CALCULATOR. By Peggy McElveen and Hoyland Fisher. Vocational Education Media Center, Clemson University, Clemson, SC 29631; 1973-74. 3 v. \$4.75. CONTENTS: Teacher's manual.-Transparencies.-Student's manual.

14.01.04 MACHINE OPERATORS: BILLING, BOOKKEEPING AND COMPUTING/ 350 OCCUPATIONS

B-397* AN ANALYSIS OF THE BILLING AND BOOKKEEPING MACHINE OPERATING OCCUPATION. By Joseph E. Six, Jr. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 105 p.

B-423 BOOKKEEPING MACHINE OPERATOR. California occupational guide no. 33. Rev. California State Employment Development Dept., 800 Capitol Mall, Sacramento, CA 95814; 1966. 3 p. Free.

14.01.05 TELLERS/ 350 OCCUPATIONS

B-398* AN ANALYSIS OF THE BANK TELLER OCCUPATION. By William C. Frazer, et al. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 77 p.

14.01.99 ACCOUNTING AND COMPUTING OCCUPATIONS, OTHER/ 050 AUDIO-VISUAL MATERIALS AND METHODS

B-154 BANKING SERVICES. Vocational Education Media Center, Clemson University, Clemson, SC 29631; n.d. 31 transparencies and guide.

14.01.99 ACCOUNTING AND COMPUTING OCCUPATIONS, OTHER/ 270 INSTRUCTION

B-491 ACCOUNTING CLERK SUPPLEMENT FOR OFFICE AND DISTRIBUTIVE OCCUPATIONS. By Bryce Yourd, et al. Bureau of Business Education, California State Dept. of Education, 721 Capitol Mall, Sacramento, CA 95814; 1975. 227 p.

14.01.99 ACCOUNTING AND COMPUTING OCCUPATIONS, OTHER/ 350 OCCUPATIONS

B-395* AN ANALYSIS OF THE PAYROLL CLERKING OCCUPATION. By Sharyn Peal and Virginia Rose. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 127 p.

B-424 ACCOUNTING CLERK. California occupational guide no. 82. California State Employment Development Dept., 800 Capitol Mall, Sacramento, CA 95814; 1974. 2 p. Free.

B-442 A CAREER FOR WOMEN--BANKING. National Assn. of Bank-Women, Inc., 111 E. Wacker Dr., Chicago, IL 60601; n.d. 8 p.

14.01.99 ACCOUNTING AND COMPUTING OCCUPATIONS, OTHER/ 410 PROGRAMS

B-492 ACCOUNTING--OFFICE CLERICAL OBSERVATION DAY. Business Education Dept., Lincoln High School, 311 Lincoln St., Wisconsin Rapids, WI 54494; 1976. 15 l.

14.02 BUSINESS DATA PROCESSING SYSTEMS OCCUPATIONS/ 050 AUDIO-VISUAL MATERIALS AND METHODS

B-81 AUTOMATION AND DATA PROCESSING TRANSPARENCY MASTERS. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1969. Booklet of transparency masters. \$2.00.

14.02 BUSINESS DATA PROCESSING SYSTEMS OCCUPATIONS/
110 CURRICULUM

B-32 DATA PROCESSING 302 (CURRICULUM GUIDE). Minister of Education, Province of Manitoba, Dept. of Education, Canada; 1973. 7 p.

B-33 INTRODUCTION TO AUTOMATIC DATA PROCESSING: A SUGGESTED ADULT BUSINESS EDUCATION COURSE OUTLINE. The University of the State of New York, The State Education Dept., Bureau of Continuing Education Curriculum Development, Albany, NY 12224; 1968. 71 p.

B-34 AUTOMATIC BUSINESS DATA PROCESSING I AND II: SYLLABUS. The University of the State of New York, The State Education Dept., Bureau of Secondary Curriculum Development, Albany, NY 12224; 1972. 130 p.

B-85 COMPUTERS AND CAREERS, A SUGGESTED CURRICULUM FOR GRADES 9-12. Central Texas College, Killeen, TX 76541; 1973. 59 p.

B-291 IBM EDUCATION: A COURSE OF ACTION, SELF-STUDY COURSES AND STUDENT MATERIALS. IBM, Armonk, NY 10504; n.d. 80 p.

B-303* BASIC DATA PROCESSING EDUCATION GUIDE - A GUIDE FOR: KEYPUNCH, SORTER, REPRODUCER, COLLATOR, ACCOUNTING MACHINES. By James A. Hallam and Nick G. Orlandini. Illinois State University in cooperation with State of Illinois, Div. of Vocational and Technical Education, Springfield, IL; n.d. 80 p.

B-305* BUSINESS DATA PROCESSING OCCUPATIONAL PERFORMANCE SURVEY: RESEARCH AND DEVELOPMENT SERIES NO. 88. By Sidney D. Borchert and John W. Joyner. The Center for Vocational and Technical Education, The Ohio State University, 1960 Kenny Rd., Columbus, OH 43210; 1973. 84 p.

B-307* BUSINESS ORGANIZATION: BUSINESS SYSTEMS AND PROCEDURES, LEARNER TEXT. n.p.; n.d. 125 p.

B-308* BUSINESS ORGANIZATION: BUSINESS SYSTEMS AND PROCEDURES, TUTOR GUIDE. n.p.; n.d. 15 p.

B-313** DATA PROCESSING TECHNOLOGY: A SUGGESTED 2-YEAR POST HIGH SCHOOL CURRICULUM. US Govt. Print. Off., Washington, DC 20402; 1973. 99 p.

B-315* EDUCATION GUIDE FOR COMPUTER CONCEPTS AND PROGRAMMING. By James A. Hallam and Nick G. Orlandini. State of Illinois, Div. of Vocational and Technical Education, Springfield, IL; n.d. 218 p.

B-344* MODULE 44: DATA PROCESSING FUNDAMENTALS DPF. By Jolene J. Workman. Curriculum Diffusion Seminar of the Coordinating Council for Occupational Education, Carbondale, IL; 1974. 9 p.

B-346* MODULE 48: ELECTRONIC DATA PROCESSING. By Ray Whipple. Curriculum Diffusion Seminar of the Coordinating Council for Occupational Education, Carbondale, IL; 1974. 20 p.

B-322** BUSINESS DATA PROCESSING: A TEACHER'S GUIDE. Business Education Service, Div. of Vocational Education, State Dept. of Education, Richmond, VA 23216; 1974. 190 p.

B-407* DELTAK MULTI-MEDIA DATA PROCESSING COURSE. Deltak, Inc., O'Hare Aerospace Center, Suite 50, 9950 W. Laurence Ave., Schiller Park, IL 60176; 1974. 245 p.

14.02 BUSINESS DATA PROCESSING SYSTEMS OCCUPATIONS/
140 EDUCATION

B-375* OCCUPATIONAL ANALYSIS FOR DATA PROCESSING TECHNOLOGY, 2ND ED. By Gilbert E. Zuerlein and Carey Zane. State of Washington, Coordinating Council for Occupational Education, Trade, Industrial, and Technical Education Section, 216 Old Capitol Bldg., Olympia, WA 98504; 1973. 62 p. \$1.50.

B-498 OPPORTUNITIES IN ELECTRONIC DATA PROCESSING. By Martin Nussbaum. Vocational Guidance Manuals, Universal Publishing and Distributing Corp., 235 E. 45th St., New York, NY 10017; 1972. 160 p. \$4.95.

14.02 BUSINESS DATA PROCESSING SYSTEMS OCCUPATIONS/
270 INSTRUCTION

B-87 AUTOMATIC DATA PROCESSING SUPPLEMENT TO BOOKKEEPING AND ACCOUNTING I AND II SYLLABUS. The University of the State of New York, The State Education Dept., Bureau of Secondary Curriculum Development, Albany, NY 12224; 1971. 42 p.

B-494 CAREERS IN COMPUTERS (SOCIAL STUDIES). Rev. By Emma Brown and Sharon Dudley. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 13, 16 p. \$1.00. "Recommended for use in grades 7-12."

B-495 CAREERS IN COMPUTERS (SCIENCE). Rev. By Mary Young and Glenn Huovinen. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 13, 12 p. \$1.00. "Recommended for use in grades 7-12."

B-496 CAREERS IN COMPUTERS (LANGUAGE ARTS). Rev. By Lynn Melton, et al. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 13, 98 p. \$1.00. "Recommended for use in grades 7-12."

B-497 CAREERS IN THE COMPUTER INDUSTRY (MATHEMATICS). Rev. By Sherrie Branyon and Eric Smith. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 197-. 13, 84 p. \$1.00. "Recommended for use in grades 7-12."

14.02 BUSINESS DATA PROCESSING SYSTEMS OCCUPATIONS/
350 OCCUPATIONS

B-391* AN ANALYSIS OF THE DATA PROCESSING OCCUPATION. By Eyris Bryant, et al. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 93 p.

14.02.01 COMPUTER AND CONSOLE OPERATORS/ 350 OCCUPATIONS

B-419 COMPUTER OPERATOR. California occupations guide no. 299. California State Employment Development Dept., 800 Capitol Mall, Sacramento, CA 95814; 1974. 3 p. Free.

14.02.0201 KEY PUNCH AND CODING EQUIPMENT OPERATORS/
110 CURRICULUM

B-88 KEYPUNCH OPERATION, A SUGGESTED ADULT BUSINESS EDUCATION COURSE OUTLINE. The University of the State of New York, The State Education Dept., Bureau of Continuing Education Curriculum Development, Albany, NY 12224; 1968. 21 p.

B-89 UNIT-RECORD MACHINE OPERATION: A SUGGESTED ADULT BUSINESS EDUCATION COURSE OUTLINE. The University of the State of New York, The State Education Dept., Bureau of Continuing Education Curriculum Development, Albany, NY 12224; 1970. 69 p.

B-345* MODULE 45: CARD-PUNCH MACHINE OPERATION. By Kay Whipple. Curriculum Diffusion Seminar of the Coordinating Council for Occupational Education, Carbondale, IL; 1974. 11 p.

14.02.02 KEY PUNCH AND CODING EQUIPMENT OPERATORS/ 350 OCCUPATIONS

B-425 KEY-PUNCH OPERATOR. California occupational guide no. 16. Rev. California State Dept. of Human Resources Development, 800 Capitol Mall, Sacramento, CA 95814; 1970. 2 p. Free.

14.02.03 PROGRAMMERS/ 110 CURRICULUM

B-365* UNIT OUTLINE MINOR TOTAL LOGIC: COMPUTER PROGRAMMING I. Waukesha County Technical Institute, Pewaukee, WI; 1972. 9 p.

B-366* UNIT OUTLINE SEQUENTIAL FILE MAINTENANCE COMPUTER PROGRAM II. Waukesha County Technical Institute, Pewaukee, WI; 1973. 7 p.

14.02.03 PROGRAMMERS/ 180 EVALUATION

B-390* SUMMARY OF RESPONSES TO THE TASK INVENTORY QUESTIONNAIRES FOR BUSINESS DATA PROGRAMMERS. Compiled by Methods for Curriculum Content Derivation Staff. Center for Vocational Education, Ohio State University, 1960 Kenny Rd., Columbus, OH 43210; 1975. 95 p.

14.02.03 PROGRAMMERS/ 350 OCCUPATIONS

B-374* LIST OF ACTIVITIES OF BUSINESS DATA PROGRAMMERS. Center for Vocational and Technical Education, The Ohio State University, Columbus, OH 43210; n.d. 24 p.

B-417 PROGRAMMER. California occupational guide no. 81. Rev. California State Employment Development Dept., 800 Capitol Mall, Sacramento, CA 95814; 1973. 4 p. Free.

14.02.99 BUSINESS DATA PROCESSING SYSTEMS OCCUPATIONS, OTHER/ 350 OCCUPATIONS

B-418 COMPUTER SYSTEMS SERVICE TECHNICIAN (CUSTOMER ENGINEER, FIELD ENGINEER). California occupational guide no. 152. Rev. California State Employment Development Dept., 800 Capitol Mall, Sacramento, CA 95814; 1973. 3 p. Free.

B-420 ELECTRONIC DATA PROCESSING MANAGER: BUSINESS DATA PROCESSING. California occupational guide no. 348. Rev. California State Dept. of Human Resources Development, 800 Capitol Mall, Sacramento, CA 95814; 1966. 6 p. Free.

14.03 FILING, OFFICE MACHINES AND GENERAL OFFICE CLERICAL OCCUPATIONS/ 050 AUDIO-VISUAL MATERIALS AND METHODS

B-92 TRANSCRIBING TRAINING TECHNIQUES. Vocational Education Media Center, Clemson University, Clemson, SC 29631; n.d. 6 transparencies.

14.03 FILING, OFFICE MACHINES AND GENERAL OFFICE CLERICAL OCCUPATIONS/ 110 CURRICULUM

B-93 A TEACHER-STUDENT HANDBOOK FOR MORE INDIVIDUALIZED TRAINING IN BUSINESS AND OFFICE EDUCATION. State of Arkansas, Dept. of Education, Div. of Vocational Education, Arch Ford Education Bldg., Little Rock, AR 72201; 1973. 100 p.

B-94 CALIFORNIA BUSINESS EDUCATION PROGRAM GUIDE FOR OFFICE AND DISTRIBUTIVE OCCUPATIONS, PART I. Bureau of Business Education, California State Dept. of Education, 721 Capitol Mall, Sacramento, CA 95814; 1973. 518 p.

B-95 CALIFORNIA BUSINESS EDUCATION PROGRAM GUIDE FOR OFFICE AND DISTRIBUTIVE OCCUPATIONS, PART II. Bureau of Business Education, California State Dept. of Education, 721 Capitol Mall, Sacramento, CA 95814; 1973. 354 p.

B-96 FILING. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1973. 46 p. \$2.00.

B-97 HANDLING FINANCIAL AFFAIRS. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1973. 106 p. \$3.50.

B-99 JOB APPLICATION AND THE INTERVIEW. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1972. 64 p. \$2.50.

B-100 JOB TECHNIQUES. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1973. \$3.50.

B-102 PREPARING FOR A FEDERAL OR STATE GOVERNMENT POSITION. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1973. 120 p. \$3.00.

B-103 TRAVEL. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1972. 88 p. \$3.00.

B-104 BUSINESS AND OFFICE EDUCATION CURRICULUM GUIDELINES. Louisiana State Dept. of Education, Vocational Education Div., Business and Office Education Section, P.O. Box 44064, Baton Rouge, LA 70804; 1972. 380 p.

B-105 CLERICAL/SECRETARIAL OFFICE TRAINING: A GUIDE FOR TEACHERS. Missouri Dept. of Education, Vocational Div., Business and Office Education Section, Jefferson Building, Jefferson City, MO 65101; 1969. 125 p.

B-106 OFFICE MACHINES: A GUIDE FOR TEACHERS. State Dept. of Education, Vocational Div., Business and Office Education Section, Jefferson Bldg., Jefferson City, MO 65101; 1969. 126 p.

B-109 IMPROVING CLERICAL OFFICE SKILLS: A SUGGESTED ADULT BUSINESS EDUCATION COURSE. The University of the State of New York, The State Education Dept., Bureau of Continuing Education Curriculum Development, Albany, NY 12224; 1971. 66 p.

B-110 OFFICE PRACTICE I AND II SYLLABUS. The University of the State of New York, The State Education Dept., Bureau of Secondary Curriculum Development, Albany, NY 12224; 1972.

B-111 BUSINESS AND OFFICE EDUCATION: UNITS OF INSTRUCTION. Div. of Occupational Education, State Dept. of Public Instruction, Raleigh, NC 27602; 1971-1972. 1 v. (various pagings).

B-112 A PROGRAM FOR GENERAL CLERICAL OCCUPATIONS, 11TH AND 12TH GRADES. Ohio Dept. of Education, Div. of Vocational Education, Business and Office Education Service, Columbus, OH 43215; 1971. \$3.75.

B-114 CLERICAL OCCUPATIONS CLUSTER GUIDE. Oregon Board of Education, 942 Lancaster Dr., NE, Salem, OR 97310; 1971. 150 p. \$2.50.

B-115 OFFICE OCCUPATIONS, TEACHER'S GUIDE: A UNIT IN PREVOCATIONAL EDUCATION. State Dept. of Education, Office of Vocational Education, Columbia, SC 29201; 1971. 47 p.

B-116 MODEL VOCATIONAL OFFICE, A SIMULATED TRAINING PROGRAM. Virginia State Dept. of Education, Div. of Vocational Education, Business Education Div., Richmond, VA 23216; 1970-71. 71 p.

B-117 THE SECRETARIAL CLUSTER PROGRAM - THE LEBANON-OREGON WAY. State Board of Education, Div. of Community Colleges and Career Education, 942 Lancaster Dr., NE, Salem, OR 97310; 1972.

B-246 OFFICE MACHINES. By Marcella P. Hill. Div. of Vocational Education, Dept. of Education, State of New Jersey, Vocational-Technical Curriculum Laboratory, Rutgers-The State University, Bldg. 4103-Kilmer Campus, New Brunswick, NJ; 244 p.

B-247 OFFICE PRACTICES: DESIGNED FOR STUDENTS ENROLLED IN BUSINESS AND OFFICE VOCATIONAL EDUCATION. By Amon Herd. Instructional Materials Laboratory, Dept. of Practical Arts and Vocational-Technical Education, University of Missouri, Columbia, MO, in cooperation with Vocational Education Div., State Dept. of Education, Jefferson City, MO 65101, 1974. 117 p.

B-248 OFFICE PRACTICES: DESIGNED FOR STUDENTS ENROLLED IN BUSINESS AND OFFICE VOCATIONAL EDUCATION (ANSWER SHEETS). By Virgil Todd and Kim Baugrud. Instructional Materials Laboratory, Dept. of Practical Arts and Vocational-Technical Education, University of Missouri, Columbia, MO, in cooperation with Career and Adult Education, State Dept. of Education, Jefferson City, MO 65101; 1971. 26 p.

B-285 CLERICAL RECORD KEEPING PRACTICE SET - TELE-RAID REPAIR COMPANY. By Harry W. Baggett, Jr. South-Western Publishing Co., Cincinnati, OH; n.d. Complete instruction kit; various packets and booklets.

B-322* AN INTRODUCTION TO THE HP-35. By A.A. Christenson. Madison Area Technical College, Madison, WI; 1974. 10 p.

B-331* MODULE 13: ALPHABETIC AND SUBJECT FILING ASF. By Jolene J. Workman. Curriculum Diffusion Seminar of the Coordinating Council for Occupations Education, Carbondale, IL; 1974. 9 p.

B-332* MODULE 14: INDEXING, FILING AND RECORDS MANAGEMENT. By Jolene J. Workman. Curriculum Diffusion Seminar of the Coordinating Council for Occupations Education, Carbondale, IL; 1974. 11 p.

B-340* MODULE 28: BASIC CLERICAL TRAINING. By Sandra Seppamaki Bungart. Curriculum Diffusion Seminar of the Coordinating Council for Occupational Education, Carbondale, IL; 1974. 4 p.

B-341* MODULE 29: GENERAL OFFICE PROCEDURES. By Jolene J. Workman. Curriculum Diffusion Seminar of the Coordinating Council for Occupational Education, Carbondale, IL; 1974. 16 p.

B-355* RECORDS MANAGEMENT BUSINESS FILING AND RECORDS CONTROL, UNIT 6 AND 9. By Suzanne Welch. Fox Valley Technical Institute, Appleton, WI; 1972. 15 p.

14.03 FILING, OFFICE MACHINES AND GENERAL OFFICE CLERICAL OCCUPATIONS/ 270 INSTRUCTION

B-125 SUGGESTIONS FOR A PLAN OF ROTATION FOR OFFICE PRACTICE: TEACHER'S MANUAL. State Dept. of Education, Office of Vocational Education, Office Occupations Section, Columbia, SC 29201; 1970. 41 p.

B-448 TEACHING OFFICE MACHINES WITHOUT A ROTATION SCHEDULE. By Jeffrey R. Stewart, Jr. Virginia Polytechnic Institute and State University, Blacksburg, VA 24060; 1975? 51.

14.03 FILING, OFFICE MACHINES AND GENERAL OFFICE CLERICAL OCCUPATIONS/ 450 RESEARCH

B-130 OFFICE MACHINES RESOURCE MATERIALS, FOR ADULT PROGRAMS IN BUSINESS EDUCATION. The University of the State of New York, The State Education Dept., Bureau of Continuing Education Curriculum Development, Albany, NY 12224; 1971. 46 p.

14.03 FILING, OFFICE MACHINES AND GENERAL OFFICE CLERICAL OCCUPATIONS/ 520 TESTS

B-119 SECRETARIAL PRACTICE SOURCEBOOK OF TEST ITEMS. The University of the State of New York, The State Education Dept., Bureau of Business and Distributive Education, Albany, NY 12224; 1970. 46 p.

14.03.01 DUPLICATING MACHINE OPERATORS/ 110 CURRICULUM

B-339* MODULE 26: DUPLICATING MACHINES. By Jolene J. Workman. Curriculum Diffusion Seminar of the Coordinating Council for Occupational Education, Carbondale, IL; 1974. 16 p.

B-500 SUGGESTED TEACHING GUIDE FOR COORDINATED VOCATIONAL-ACADEMIC EDUCATION: OFFICE DUPLICATION PRACTICES. Occupational Curriculum Laboratory, Center for Vocational Education, E. Texas State University, Commerce, TX 75428; 1975. 1 v. (various pagings).

14.03.01 DUPLICATING MACHINE OPERATORS/ 270 INSTRUCTION

B-123 DUPLICATING EQUIPMENT. State Dept. of Education, Office of Vocational Education, Office Occupations Section, Columbia, SC 29201; 1972. 14 p. Two separate manuals: teacher's and student's.

B-400 DUPLICATING PROCESSES. Faye Bryan, et al, comps. Research and Curriculum Unit, Mississippi State University, P.O. Drawer DX, Mississippi State, MS 39762; 1975. 75 p. \$3.00.

14.03.02 FILE CLERKS/ 350 OCCUPATIONS

B-430 FILE CLERK. California occupational guide no. 261. California State Dept. of Human Resources Development, 800 Capitol Mall, Sacramento, CA 95814; 1970. 2 p. Free.

14.03.03 GENERAL OFFICE CLERKS/ 110 CURRICULUM

B-249 COOPERATIVE OFFICE EDUCATION: RELATED CLASS MANUAL. Bureau of Vocational-Technical Program Services, Div. of Vocational Education, Dept. of Education, State of New Jersey, Curriculum Laboratory, Rutgers-The State University, Bldg. 4103-Kilmer Campus, New Brunswick, NJ; n.d. 95 p.

B-501 GENERAL OFFICE CLERK. By Joyce Chavis, Carol Howard and John Abeel. Orange County Career Development Program, 410 Woods Ave., Orlando, FL 32805; 1973? 1 v. (various pagings). \$2.15. "Grades 7-12."

14.03.03 GENERAL OFFICE CLERKS/ 270 INSTRUCTION

B-408 CLERICAL OFFICE PRACTICE SET. 2nd ed. By Esther Sandry. Pitman Publishing Corp., 6 E. 43rd St., New York, NY 10017; 1973. 2 v. \$4.50. Text and worksheets.

14.03.03 GENERAL OFFICE CLERKS/ 350 OCCUPATIONS

B-431 CLERK, GENERAL OFFICE. California occupational guide no. 295. California State Employment Development Dept., 800 Capitol Mall, Sacramento, CA 95814; 1974. 2 p. Free.

14.03.99 FILING, OFFICE MACHINE AND GENERAL OFFICE CLERICAL OCCUPATIONS, OTHER/ 270 INSTRUCTION

B-124 THE FULL-KEYBOARD ADDING MACHINE. State Dept. of Education, Office of Vocational Education, Office Occupations Section, Columbia, SC 29201; 1973. 4 p. Two manuals: teacher's and student's.

B-126 THE TEN-KEY ADDING MACHINE. State Dept. of Education, Office of Vocational Education, Office Occupations Section, Columbia, SC 29201; 1973. 28 p.: Student's manual. 12 p.: Teacher's manual.

14.04 INFORMATION COMMUNICATIONS OCCUPATIONS/ 110 CURRICULUM

B-277 TELE-TECHNIQUES. By Donald Krueger. Waupun High School, Waupun, WI; n.d. 7 p. Course outline.

B-278 BUSINESS TIMED WRITING. Rev. By Louis C. Nanassy and Albert C. Fries. Glencoe Press, a div. of Benziger-Bruce and Glencoe, Inc., 8701 Wilshire Blvd., Beverly Hills, CA 90211; 1974. 33 p. Shorthand notebook with base for standing.

14.04.03 MAIL AND POSTAL CLERKS/ 050 AUDIO-VISUAL MATERIALS AND METHODS

B-90 HANDLING THE MAIL (INCOMING). Vocational Education Media Center, Clemson University, Clemson, SC 29631; 1973. 8 transparencies and guide.

B-91 HANDLING THE MAIL (OUTGOING). Vocational Education Media Center, Clemson University, Clemson, SC 29631; 1973. 24 transparencies and guide.

14.04.03 MAIL AND POSTAL CLERKS/ 110 CURRICULUM

B-98 HANDLING THE MAIL. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1973. 75 p. \$2.00.

B-274 INCOMING AND OUTGOING MAIL PROCEDURES: A UNIT IN BUSINESS EDUCATION. By Donald Krueger. Waupun High School, Waupun, WI; n.d. 25 p. Course outline.

14.04.06 RECEPTIONISTS AND INFORMATION CLERKS/ 350 OCCUPATIONS

B-403* AN ANALYSIS OF THE INFORMATION RECEPTIONIST OCCUPATION. By Helen C. Sams and Lois Snyder. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 44 p.

B-427 RECEPTIONIST. California occupational guide no. 21. Rev. California State Employment Dept., 800 Capitol Mall, Sacramento, CA 95814; 1968. 2 p. Free.

14.04.99 INFORMATION COMMUNICATIONS OCCUPATIONS, OTHER/ 110 CURRICULUM

B-386 EDUCATION FOR TECHNICAL WRITERS - TECHNICAL WRITING CAREER INFORMATION PACKET. By John A. Walter. Society for Technical Communication, 1010 Vermont Ave., NW, Washington, DC 20005; 1974. Free. 3 pamphlets.

B-450 WORD PROCESSING GUIDELINES. Dept. of Education, Business and Office Education, Capitol Square, 550 Cedar St., St. Paul, MN 55101; 1974. 1 v. (various pagings).

14.04.99 INFORMATION COMMUNICATIONS OCCUPATIONS, OTHER/ 350 OCCUPATIONS

B-405* AN ANALYSIS OF THE WORD PROCESSING OCCUPATION. By Lucille M. Knupke, et al. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 113 p.

14.06 PERSONNEL, TRAINING AND RELATED OCCUPATIONS/ 110 CURRICULUM

B-135 HUMAN RELATIONS FOR SECRETARIES, ADULT COURSE OUTLINE. The University of the State of New York, The State Education Dept., Bureau of Business and Distributive Education, Albany, NY 12224; 1963. 25 p.

B-250 CASES, PROBLEMS AND ISSUES: A REVIEW GUIDE TO STRAUSS AND SAYLES' PERSONNEL, 3RD EDITION. By Robert E. Wegner. Prentice-Hall, Inc., Englewood Cliffs, NJ; 1972. 291 p.

B-251 CUSTOMER SERVICE: THE ROAD TO GREATER PROFITS. By Lloyd W. Moseley. Chair Store Age Books, an affiliate of Lebhar-Friedman, Inc., 2 Park Ave., New York, NY 10016; 1972. 304 p.

B-252 PERSONNEL: THE HUMAN PROBLEMS OF MANAGEMENT, 3RD ED. By George Strauss and Leonard R. Sayles. Prentice-Hall, Inc., Englewood Cliffs, NJ; 1972. 684 p.

B-310* COMMUNICATION SKILLS I. By Charles Ausavich and James Quicker. Instructional Services, Lakeshore Technical Institute, 843 Jefferson Ave., Sheboygan, WI 53081; 1973. 200 p.

B-354* PROGRAM FOR BUILDING SOUND-SYMBOL RELATIONSHIPS. n.p.; n.d. 10 half pages each. CONTENTS: Introductory Unit-Phonemes, Graphemes, and Key Symbols.-Unit I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII - each titled "consonants."-Unit XIV-Syllabication and Accent.-Unit XV-Syllabication and Accent.

14.06 PERSONNEL, TRAINING AND RELATED OCCUPATIONS/ 150 EMPLOYMENT

B-253 PERSONNEL POLICIES GUIDEBOOK. By Edith M. Lynch. National Retail Merchants Assn., Personnel Div., 100 W. 31st St., New York, NY 10001; 1972. 166 p.

14.06 PERSONNEL, TRAINING AND RELATED OCCUPATIONS/ 350 OCCUPATIONS

B-255 PERSONNEL: A BEHAVIORAL APPROACH TO ADMINISTRATION. Rev. By Leon C. Megginson. Richard D. Irwin, Inc., Homewood, IL 70430; n.d. 768 p.

B-394* AN ANALYSIS OF THE PERSONAL MANAGING OCCUPATION. By Ronald Wagonick, Emma Jean Trotter and John I. Orr. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 143 p.

B-414 PERSONNEL MANAGER. California occupational guide no. 135. Rev. California State Dept. of Human Resources Development, 800 Capitol Mall, Sacramento, CA 95814; 1967. 4 p. Free.

14.06.03 PERSONNEL ASSISTANTS/ 270 INSTRUCTION

B-511 READINGS IN PERSONNEL MANAGEMENT. 4th ed. By Herbert J. Chrudden and Arthur W. Sherman, Jr. South-Western Publishing Co., 355 Conde St., W. Chicago, IL 60185; 1976. 519 p. \$5.60 (paper).

14.06.99 PERSONNEL, TRAINING AND RELATED OCCUPATIONS, OTHER/ 270 INSTRUCTION

B-512 GRIEVANCE HANDLING: 101 GUIDES FOR SUPERVISORS. By Walter E. Baer. American Management Assn., 135 W. 50th St., New York, NY 10020; 1970. 289 p. \$12.50.

14.06.99 PERSONNEL, TRAINING AND RELATED OCCUPATIONS, OTHER/ 350 OCCUPATIONS

B-416 JOB ANALYST. California occupational guide no. 238. California State Dept. of Human Resources Development, 800 Capitol Mall, Sacramento, CA 95814; 1971. 2 p. Free.

14.07 STENOGRAPHIC, SECRETARIAL AND RELATED OCCUPATIONS/ 110 CURRICULUM

B-108 BUSINESS ADMINISTRATION FOR SECRETARIES, ADULT COURSE OUTLINE. The University of the State of New York, The State Education Dept., Bureau of Business and Distributive Education, Albany, NY 12224; 1963. 34 p.

B-136 ENVIRONMENTAL BUSINESS RELATIONSHIPS IN BUSINESS, INSTRUCTOR'S GUIDE FOR AN ADULT COURSE. The University of the State of New York, The State Education Dept., Bureau of Continuing Education Curriculum Development, Albany, NY 12224; 1972. 26 p.

B-138 COMMUNICATIONS AND DECISION MAKING, INSTRUCTOR'S GUIDE FOR AN ADULT COURSE. The University of the State of New York, The State Education Dept., Bureau of Continuing Education Curriculum Development, Albany, NY 12224; 1972. 42 p.

B-139 OFFICE PROCEDURES, INSTRUCTOR'S GUIDE FOR AN ADULT COURSE. The University of the State of New York, The State Education Dept., Bureau of Continuing Education Curriculum Development, Albany, NY 12224; 1973. 30 p.

B-141 STENO-SECRETARIAL OCCUPATIONAL CLUSTER GUIDE. Oregon Board of Education, 942 Lancaster Dr., NE, Salem, OR 97310; 1970. 100 p. \$2.50.

B-282 WHAT IT COSTS TO COMMUNICATE. By Bill Mitchell. Dept. of Office Administration and Business Education, University of Wisconsin-Eau Claire, Eau Claire, WI 54701; n.d. 30 p.

B-356* RESTORVIVAL SHORTHAND: INDIVIDUALIZED INSTRUCTION PACKAGE: TEACHER AND STUDENT INFORMATION ORIENTATION PACKET. n.p.; n.d. 30 p.

B-357* RESTORVIVAL SHORTHAND STUDY GUIDE 1, 6, 10, 17. By Suzanne Welch. Fox Valley Technical Institute, Appleton, WI; 1972. 40 p.

B-359* SECRETARIAL SCIENCE OCCUPATIONAL PERFORMANCE SURVEY: RESEARCH AND DEVELOPMENT SERIES NO. 87. By Sidney D. Borchert and John W. Joyner. The Center for Vocational and Technical Education, The Ohio State University, 1960 Kenny Rd., Columbus, OH 43210; 1973. 91 p.

B-464* SECRETARIAL SKILLS: TIME FREE MODULAR COMPETENCY BASED CURRICULUM. Link Education Laboratories, Montgomery, AL 36111; 1974. 7 v.

14.07 STENOGRAPHIC, SECRETARIAL AND RELATED OCCUPATIONS/ 140 EDUCATION

B-298 SECRETARIAL SCIENCE OCCUPATIONAL PERFORMANCE SURVEY: INTERIM REPORT. By Sidney D. Borchert and John W. Joyner. The Center for Vocational and Technical Education, The Ohio State University, 1960 Kenny Rd., Columbus, OH 43210; 1973. 91 p.

14.07 STENOGRAPHIC, SECRETARIAL AND RELATED OCCUPATIONS/ 270 INSTRUCTION

B-128 HOW TO PREPARE STENCILS. Tennessee State Dept. of Education, Div. of Vocational-Technical Education, 205 Cordell Hull Bldg., Nashville, TN 37219; n.d. 38 p. \$1.00.

B-129 INSTRUCTIONAL UNITS IN SECRETARIAL ORIENTATION AND JOB PLACEMENT. West Virginia State Board of Education, Bureau of Vocational, Technical, and Adult Education, Capitol Bldg. No. 6, Charleston, WV 25305; 1971. 133 p.

14.07.02 SECRETARIES/ 140 EDUCATION

B-384 SECRETARIAL CAREER KIT. The National Secretaries Assn. International, 2440 Pershing Rd., G-10, Kansas City, MO 64108; 1972. Folder with 12 brochures.

B-147 CPS, CERTIFIED PROFESSIONAL SECRETARY, INFORMATION. The National Secretaries Assn. 2440 Pershing Rd., Suite G-10, Crown Center, Kansas City, MO 64108; n.d. Folder of various materials.

14.07.02 SECRETARIES/ 150 EMPLOYMENT

B-463* SECRETARIAL ATTRIBUTES. By Ruth Gordon. Nicolet Instrument Corp., 5225 Verona Rd., Madison, WI 53711; 1974. 50 p.

14.07.02 SECRETARIES/ 350 OCCUPATIONS

B-324* LIST OF ACTIVITIES OF GENERAL SECRETARIES. The Center for Vocational and Technical Education, The Ohio State University, Columbus, OH 43210; n.d. 23 p.

B-429 SECRETARY (CLERICAL). California State Employment Development Dept., 800 Capitol Mall, Sacramento, CA 95814; 1971. 4 p. Free.

14.07.02 SECRETARIES/ 450 RESEARCH

B-513 OCCUPATIONAL SURVEY REPORT ON GENERAL SECRETARIES: TASK DATA FROM WORKERS AND SUPERVISORS INDICATING JOB RELEVANCE AND TRAINING CRITICALNESS. Research and development series no. 109. By Harry L. Ammerman, Frank C. Pratzner and A. Lad Burgin. Center for Vocational Education, Ohio State University, 1960 Kenny Rd., Columbus, OH 43210; 1975. 227 p.

14.07.03 STENOGRAPHERS/ 110 CURRICULUM

B-140 SYLLABUS AND TEACHING HANDBOOK FOR COURSES IN . . . SHORTHAND I, SHORTHAND II, TRANSCRIPTION, PERSONAL-USE SHORTHAND. The University of the State of New York, The State Education Dept., Bureau of Secondary Curriculum Development, Albany, NY 12224; 1967. 129 p.

B-347* MODULE 49: S-1 SHORTHAND I - SHORTHAND PRINCIPLES. By Julia Looney. Curriculum Diffusion Seminar of the Coordinating Council for Occupational Education, Carbondale, IL; 1974. 6 p.

B-348* MODULE 50: S-2 SHORTHAND 2 - BEGINNING DICTATION. By Julia Looney. Curriculum Diffusion Seminar of the Coordinating Council for Occupational Education, Carbondale, IL; 1974. 18 p.

B-349* MODULE 51: S-3 SHORTHAND 3 - INTRODUCTION TO TRANSCRIPTION. By Julia Looney. Curriculum Diffusion Seminar of the Coordinating Council for Occupational Education, Carbondale, IL; 1974. 18 p.

14.07.03 STENOGRAPHERS/ 270 INSTRUCTION

B-120 MACHINE TRANSCRIPTION SYLLABUS. The University of the State of New York, The State Education Dept., Bureau of Secondary Curriculum Development, Albany, NY 12224; 1970. 41 p.

B-121 A UNIFORM EDUCATIONAL PROGRAM FOR MACHINE TRANSCRIPTION. The University of the State of New York, The State Education Dept., Bureau of Secondary Curriculum Development, Albany, NY 12224; 1965. 220 p.

B-127 TRANSCRIBING TRAINING TECHNIQUES. State Dept. of Education, Office of Vocational Education, Office Occupations Section, Columbia, SC 29201; 1972. 15 p. 2 manuals: teacher's and student's.

B-143 SHORTHAND FOR BUSINESS EDUCATION DEPARTMENTS IN PENNSYLVANIA'S PUBLIC SCHOOLS. Commonwealth of Pennsylvania, Dept. of Public Instruction, Harrisburg, PA 17126; 1968. 100 p.

B-144 SHORTHAND I - COURSE GUIDE. Texas Education Agency, Austin, TX 78711; 1964. 25 p.

B-145 DICTATION TESTS, 50-60-70-80-90. National Collegiate Association for Secretaries, Texas Tech Chapter, College of Education, Texas Tech University, Lubbock, TX 79409; 1973. 43 p. \$3.00.

B-146 "Accountability in teaching shorthand." By William Mitchell. n.p.; n.d. (23) 1. Paper presented at the Wisconsin Business Educators Assn. convention, Madison, WI, April 6, 1974.

14.07.03 STENOGRAPHERS/ 350 OCCUPATIONS

B-428 STENOGRAPHER. California occupational guide no. 25. Rev. California State Employment Development Dept., 800 Capitol Mall, Sacramento, CA 95814; 1970. 3 p. Free.

14.07.99 STENOGRAPHIC, SECRETARIAL AND RELATED OCCUPATIONS, OTHER/ 110 CURRICULUM

B-113 A PROGRAM FOR STENOGRAPHIC AND RELATED OCCUPATIONS, 11TH AND 12TH GRADE. Ohio Dept. of Education, Div. of Vocational Education, Business and Office Education Service, Columbus, OH 43215; 1973. \$3.10.

14.07.99 STENOGRAPHIC, SECRETARIAL AND RELATED OCCUPATIONS, OTHER/ 350 OCCUPATIONS

B-415 SHORTHAND REPORTER. California occupational guide no. 162. California State Employment Development Dept., 800 Capitol Mall, Sacramento, CA 95814; 1974. 4 p. Free.

B-444 SHORTHAND REPORTING AS A CAREER. National Shorthand Reporters' Assn., Suite 608, 2361 S. Jefferson Davis Hwy.; Arlington, VA 22202; 1973. 19 p. Includes list of NSRA approved schools, Jan. 1975.

14.07.99 STENOGRAPHIC, SECRETARIAL AND RELATED OCCUPATIONS, OTHER/ 470 SCHOOLS

B-445 NATIONAL SHORTHAND REPORTERS ASSOCIATION LIST OF APPROVED SCHOOLS (As of April, 1975). Board on Approved Reporter Training, National Shorthand Reporters' Assn., 2361 S. Jefferson Davis Hwy., Arlington, VA 22202; 1975. 2 l.

14.08 SUPERVISORY AND ADMINISTRATIVE MANAGEMENT OCCUPATIONS/ 110 CURRICULUM

B-256 ADMINISTRATION AND SUPERVISION IN BUSINESS EDUCATION. Kenneth J. Hansen and Parker Liles, eds. National Business Education Assn., 1201 16th St., Washington, DC; 1965. 357 p.

B-301 ACTION GUIDE: THE MANAGER AS A GENERALIST. Bureau of Business Practice, Waterford, CT 06385; n.d. 48 p.

B-302 THAT BUGABOO OF MANAGERS - THE WRITTEN WORD. CHANGE: FROM INDIVIDUAL ANALYSIS TO INTELLIGENT ACTION. RIGHT OR WRONG - IT'S ILLEGAL. Bureau of Business Practice, Waterford, CT 06385; 1974. 48 p.

B-352* OFFICE OCCUPATIONS PROGRAM. n.p.; n.d. 6 p.

B-358* SAMPLE MEASURABLE OBJECTIVES - BUSINESS, MARKETING AND MANAGEMENT OCCUPATIONS. n.p.; n.d. 2 p.

B-380 INVITATION TO ACHIEVEMENT - YOUR CAREER IN MANAGEMENT. By Elizabeth Marting. AMACOM, A Div. of American Management Assn., New York, NY 10020; 1972. 32 p.

14.08 SUPERVISORY AND ADMINISTRATIVE MANAGEMENT OCCUPATIONS/ 270 INSTRUCTION

B-447 A GLOSSARY OF TERMS (FOR) BUSINESS MANAGEMENT. By Gus Evans, et al. Delaware State College, Dover, DE 19901; 1974. 28 l. Mimeograph.

14.08 SUPERVISORY AND ADMINISTRATIVE MANAGEMENT OCCUPATIONS/ 350 OCCUPATIONS

B-258 SMALL BUSINESS MANAGEMENT. 3rd ed. By H.N. Broom and Justin G. Longenecker. Southwestern Publishing Co., Cincinnati, OH; 1971. 734 p.

B-259 STARTING AND MANAGING A SMALL . . . RESTAURANT. By Paul Fairbrook. Small Business Administration, Office of Public Information, US Govt. Print. Off., Washington, DC 20402; n.d. 116 p. \$1.20.

B-260 SUPERVISION: CONCEPTS AND PRACTICES OF MANAGEMENT. By Theo Haimann and Raymond L. Hilgert. Southwestern Publishing Co., Cincinnati, OH; 1972. 425 p.

14.08.01 ADMINISTRATIVE ASSISTANTS/ 350 OCCUPATIONS

B-399* AN ANALYSIS OF THE ADMINISTRATIVE ASSISTING OCCUPATION. By Karen Hoskinson, Dorris R. Thompson and Irene L. Godfrey. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 55 p.

14.08.99 SUPERVISORY AND ADMINISTRATIVE MANAGEMENT OCCUPATIONS, OTHER/ 140 EDUCATION

B-446 CAREERS IN CORPORATE MANAGEMENT. Rev. BBOS pamphlet no. 1029. By Sanford Kleiner. B'nai B'rith Career and Counseling Services, 1640 Rhode Island Ave., NW, Washington, DC 20036; 1975. 21 p. \$1.50.

14.09 TYPING AND RELATED OCCUPATIONS/ 050 AUDIO-VISUAL MATERIALS AND METHODS

B-456 VOCATIONAL TYPEWRITING TRANSPARENCIES. Vocational Education Media Center, Clemson University, Clemson, SC 29631; 1972. 119 transparencies. \$19.25.

14.09 TYPING AND RELATED OCCUPATIONS/ 110 CURRICULUM

B-101 OFFICE PRACTICE UNIT: DESIGNING AND TYPING BUSINESS FORMS. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1970. 31 p. \$2.00.

B-262 ABOUT TYPEWRITING. By Raymond F. Pieslak. Div. of Vocational Education, Dept. of Education, State of New Jersey, Vocational-Technical Curriculum Laboratory, Rutgers-The State University, Bldg. 4103-Kilmer Campus, New Brunswick, NJ; 1973. 170 p. \$2.00.

B-264 ADVANCED TYPING, AN INDIVIDUALIZED COURSE: IN-BASKET MATERIALS. By Jane M. Banks. Westinghouse Learning Press, Div. of Westinghouse Learning Corp., Palo Alto, CA 94304; 1973. 95 l.

B-265 IMPLICATIONS OF RESEARCH FOR TEACHING TYPEWRITING. By Leonard J. West. Delta Pi Epsilon, Ellis J. Jones, Gustavus Adolphus College, St. Peter, MN 56082. 33 p.

B-266 INTERMEDIATE TYPING: AN INDIVIDUALIZED COURSE - TASK MATERIALS. By Jane M. Banks. Westinghouse Learning Press, Div. of Westinghouse Learning Corp., Palo Alto, CA 94304; 1973. 40 l. \$16.00 for set of 7 books.

B-267 SECRETARIAL SCIENCE: TYPING - AN INDIVIDUALIZED COURSE, ADVANCED TYPING. By Jane M. Banks. Westinghouse Learning Press, Div. of Westinghouse Learning Corp., Palo Alto, CA 94394. 1973. 32 p. \$16.00 for set of 7 books.

- B-263** SECRETARIAL SCIENCE: TYPING - AN INDIVIDUALIZED COURSE, BEGINNING TYPING. By Jane M. Banks. Westinghouse Learning Press, Div. of Westinghouse Learning Corp., Palo Alto, CA 94304; n.d. 54 p. \$16.00 for set of 7 books.
- B-269** SECRETARIAL SCIENCE: TYPING - AN INDIVIDUALIZED COURSE, INTERMEDIATE TYPING. By Jane M. Banks. Westinghouse Learning Press, Div. of Westinghouse Learning Corp., Palo Alto, CA 94304; 1973. 44 p. \$16.00 for set of 7 books.
- B-270** SECRETARIAL SCIENCE: TYPING - AN INDIVIDUALIZED COURSE, INSTRUCTOR'S GUIDE. By Jane M. Banks. Westinghouse Learning Press, Div. of Westinghouse Learning Corp., Palo Alto, CA 94304; 1973. 32 p. \$16.00 for set of 7 books.
- B-271** SECRETARIAL SCIENCE: TYPING - AN INDIVIDUALIZED COURSE, STUDENT GUIDE. By Jane M. Banks. Westinghouse Learning Press, Div. of Westinghouse Learning Corp., Palo Alto, CA 94304; n.d. 20 p. \$16.00 for set of 7 books.
- B-273** THE IBM EXECUTIVE TYPEWRITER. By Donald Krueger. Waupun High School, Waupun, WI; n.d. 17 p. Course outline.
- B-279** TYPING SKILL DRILLS: A DIAGNOSTIC DRILL BOOK STRESSING SPEED, RHYTHM, FLUENCY, ACCURACY. By E.C. Jack Archer and LeRoy A. Pemberton. National Book Co., A Div. of Educational Research Associates, 1019 SW 10th Ave., Portland, OR 97205; n.d. 26 p.
- B-280** TIMINGS FOR TYPING. National Book Co., A Div. of Educational Research Associates, 1019 SW 10th Ave., Portland, OR 97205; n.d. 64 p.
- B-283** CLERICAL OFFICE TYPING: LEARNING ACTIVITY PACKAGE 1 - CENTERING AND TABLES. By Lloyd W. Bartholome and Marion B. Warner. South-Western Publishing Co., Cincinnati, OH; n.d. Package includes 70 page booklet, ruler, test answer sheet, and 95 page answer pad.
- B-284** CLERICAL OFFICE TYPING: BASIC SKILLS. By D.D. Lessemberly, James T. Crawford and Lawrence W. Erickson. South-Western Publishing Co., Cincinnati, OH; 1972. 44 p.
- B-311*** PROFESSIONAL TYPING--EXECUTIVE: COURSE OUTLINE. Waukesha County Technical Institute, 800 Main St., Pewaukee, WI 53072; n.d. 15 p.
- B-321*** INDIVIDUALIZED TYPEWRITING CONCEPT PROCEDURES FOR INSTRUCTORS. Gateway Technical Institute, Kenosha, WI 53140; n.d. 30 p.
- B-333*** MODULE 15: TYPING 1, BEGINNING. By Sandra Seppamaki Bungart. Curriculum Diffusion Seminar of the Coordinating Council for Occupations Education, Carbondale, IL; 1974. 13 p.
- B-334*** MODULE 16: TYPING 2, ADVANCED. By Bev Blankenship. Curriculum Diffusion Seminar of the Coordinating Council for Occupations Education, Carbondale, IL; 1974. 23 p.
- B-335*** MODULE 17: TYPING 3, EXPERT. By Sandra Seppamaki Bungart. Curriculum Diffusion Seminar of the Coordinating Council for Occupations Education, Carbondale, IL; 1974. 18 p.
- B-336*** MODULE 18: TYPING 4, EMPLOYMENT TEST. By Sandra Seppamaki Bungart. Curriculum Diffusion Seminar of the Coordinating Council for Occupations Education, Carbondale, IL; 1974. 7 p.
- B-337*** MODULE 20: TYPING 4 - LEGAL. By Sandra Seppamaki Bungart. Curriculum Diffusion Seminar of the Coordinating Council for Occupations Education, Carbondale, IL; 1974. 13 p.
- B-338*** MODULE 23: EXECUTIVE TYPING. By Sandra Seppamaki Bungart. Curriculum Diffusion Seminar of the Coordinating Council for Occupations Education, Carbondale, IL; 1974. 19 p.
- B-350*** MODULE 63: MAG CARD EXECUTIVE TYPEWRITER. By Bev Blankenship. Curriculum Diffusion Seminar of the Coordinating Council for Occupations Education, Carbondale, IL; 1974. 20 p.
- B-351*** MODULE 64: EXECUTIVE TYPEWRITER. By Bev Blankenship. Curriculum Diffusion Seminar of the Coordinating Council for Occupations Education, Carbondale, IL; 1974. 7 p.
- B-361*** SYLLABUS AND CURRICULUM DEVELOPMENT FOR MEDICAL TYPEWRITING, UTILIZING AN INDIVIDUALIZED INSTRUCTIONAL APPROACH. By Betty Dickerson and Russell Paulsen. North Central Technical Institute, Wausau, WI; 1973. 150 p.
- B-362*** SYLLABUS AND CURRICULUM DEVELOPMENT FOR MEDICAL TYPEWRITING, UTILIZING AN INDIVIDUALIZED INSTRUCTIONAL APPROACH, FINAL REPORT PROJECT NO. 15.055.151.223(d). By Betty Dickerson and Russell Paulsen. North Central Technical Institute, 1000 Schofield Ave., Wausau, WI 54401; 1973. 200 p.
- B-363*** SYLLABUS AND CURRICULUM DEVELOPMENT FOR TYPING III, UTILIZING AN INDIVIDUALIZED INSTRUCTIONAL APPROACH. By Betty Dickerson and Russell Paulsen. North Central Technical Institute, Wausau, WI 54401; 1973. 200 p.
- B-364*** SYLLABUS AND CURRICULUM DEVELOPMENT FOR TYPING III, UTILIZING AN INDIVIDUALIZED INSTRUCTIONAL APPROACH, FINAL REPORT PROJECT NO. 15.055.151.223(d). By Betty Dickerson and Russell Paulsen. North Central Technical Institute, 1000 Schofield Ave., Wausau, WI 54401; n.d. 300 p.
- B-368*** TYPEWRITING II #106-133 AND TYPEWRITING III #106-335. By Curt Sharp. Instructional Services, Lakeshore Technical Institute, 843 Jefferson Ave., Sheboygan, WI 53801; 1972. 50 p.
- B-449** THE CURRICULUM GUIDELINES FOR ADVANCED TYPEWRITING IN OFFICE OCCUPATIONS. Idaho Vo-Ed no. 156. By Robert M. Kessel, Elmer Bittleston, and Daniel Peterson. Idaho State Board for Vocational Education, Boise, ID; 1975. 245 p.
- 14.09** TYPING AND RELATED OCCUPATIONS/ 270 INSTRUCTION
- B-148** TEACHING TYPEWRITING TODAY. By Julius Nelson. Business Teaching Aids, 3200 Southgreen Rd., Baltimore, MD 21207; 1973. 68 p. \$3.67.
- B-149** TYPEWRITER MYSTERY GAMES. By Julius Nelson. Business Teaching Aids, 3200 Southgreen Rd., Baltimore, MD 21207; 1973. 7 booklets. \$8.00.
- B-150** SYLLABUS AND TEACHING SUGGESTIONS FOR COURSES IN . . . INTRODUCTORY TYPEWRITING, TYPEWRITING I, PERSONAL TYPEWRITING. The University of the State of New York, The State Education Dept., Bureau of Secondary Curriculum Development, Albany, NY 12224; 1967. 92 p.
- B-151** ENGLISH GRAMMAR UNIT: PROGRAMMED FOR THE TYPEWRITER. Tennessee State Dept. of Education, Div. of Vocational-Technical Education, 205 Cordell Hull Bldg., Nashville, TN 37219; n.d. 37 p. \$1.00.
- B-152** TYPEWRITING 8, TYPEWRITING I, TYPEWRITING II, COURSE GUIDES. Texas Education Agency, Austin, TX 78711; 1964. 32 p.
- B-430*** DISTINCTIVE MATERIALS. Individual learning pak. Suburban Hennepin County Area Vocational Technical Centers, District 287, 1820 N. Xenium Lane, Minneapolis, MN 55441; 1973. (11) 1.

B-502 NUMBER KEY PRACTICE FOR USE ON TYPEWRITER, TEN-KEY AND KEYPUNCH KEYBOARDS. By John Bloomquist, George P. Grill, and John L. Rowe. Gregg Division, McGraw-Hill, Manchester Rd., Manchester, MO 63011; 1975. 90 p. \$3.60.

14.09.01 CLERK-TYPISTS/ 350 OCCUPATIONS

B-426 CLERK-TYPIST. California occupational guide no. 20. Rev. California State Dept. of Human Resources Development, 800 Capitol Mall, Sacramento, CA 95814; 1970. 3 p. Free.

14.09.02 TYPISTS/ 050 AUDIO-VISUAL MATERIALS AND METHODS

B-503 TYPIST. Project LOOM, BU2. By Susan J. Horvath. Florida Dept. of Education, Div. of Vocational, Technical and Adult Education, Tallahassee, FL 32304; 1973. 14 l. 35mm filmstrip, script. Middle school level.

14.99 OFFICE OCCUPATIONS, OTHER/ 270 INSTRUCTION

B-523 USING A CITY DIRECTORY: A PROGRAMMED TEXT. By Linda Curtin, et al. Kansas State Teachers College, 1200 Commercial St., Emporia, KS 66801; 1971. 25 l.

14.99 OFFICE OCCUPATIONS, OTHER/ 350 OCCUPATIONS

B-402* AN ANALYSIS OF THE SECONDARY SCHOOL CLERICAL AIDE OCCUPATION. By Judy K. Murphy, et al. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 89 p.

B-393* AN ANALYSIS OF THE SMALL BUSINESS MANAGING OCCUPATION. By Pat E. DiPlacido, Jeffrey R. Snyder and James Annarino. Instructional Materials Laboratory, Trade and Industrial Education, Ohio State University, Columbus, OH 43210; 1974. 121 p.

14.99.01 BASIC BUSINESS/ 050 AUDIO-VISUAL MATERIALS AND METHODS

B-155 NEGOTIABLE INSTRUMENTS. Vocational Education Media Center, Clemson University, Clemson, SC 29631; n.d. Transparencies.

14.99.01 BASIC BUSINESS/ 080 COMMUNICATION

B-507 YOU SAID IT. By Margaret E. Andrews. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1969. 154 p. \$1.96.

14.99.01 BASIC BUSINESS/ 140 EDUCATION

B-505 ABOUT HIM. By Margaret E. Andrews. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1968. 154 p. \$1.96.

B-506 ABOUT HER. By Margaret E. Andrews. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1968. 138 p. \$1.96.

14.99.01 BASIC BUSINESS/ 150 EMPLOYMENT

B-504 THE JOB YOU WANT. By Margaret E. Andrews. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1968. 154 p. \$1.96.

14.99.01 BASIC BUSINESS/ 420 PSYCHOLOGY

B-509 IT'S UP TO YOU. By Margaret E. Andrews. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1970. 154 p. \$1.96.

B-510 ESSENTIALS OF JOB SUCCESS (PARTS 1-20). By John F. Perry. Business and office publication 2002. Research and Curriculum Unit, Mississippi State University, P.O. Drawer DX, Mississippi State, MS 39762; 1973. 20 pamphlets. \$2.50.

14.99.02 CONSUMER ECONOMICS/ 050 AUDIO-VISUAL MATERIALS AND METHODS

B-160 MONEY MANAGEMENT: A RESOURCE KIT FOR TEACHING CONSUMER EDUCATION. Changing Times Education Service, 1729 H Street, NW, Washington, DC; 1970. Kit of resources includes transparencies, posters, reading and resource lists, student activity suggestion booklets, small games, etc. \$59.50. CONTENTS: Teaching guide.-Earning.-Spending.-Borrowing.-Saving.-Budgeting.

14.99.02 CONSUMER ECONOMICS/ 110 CURRICULUM

B-161 WISE USE OF CONSUMER CREDIT. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1974. 80 p. \$3.00.

B-163 TEACHING PERSONAL ECONOMICS IN THE BUSINESS EDUCATION CURRICULUM. Joint Council on Economic Education, 1212 Avenue of the Americas, New York, NY 10036; 1971. 92 p.

B-164 EVERYMAN'S ESTATE PLANNING: SUGGESTED ADULT COURSE. The University of the State of New York, The State Education Dept., Bureau of Continuing Education Curriculum Development, Albany, NY 12224; 1971. 50 p.

B-165 LIFE INSURANCE: A SUGGESTED ADULT BUSINESS EDUCATION COURSE. The University of the State of New York, The State Education Dept., Bureau of Continuing Education Curriculum Development, Albany, NY 12224; 1971. 32 p.

B-166 PERSONAL FINANCE EDUCATION GUIDE. Oregon State Dept. of Education, 942 Lancaster Dr., NE, Salem, OR 97310; 1972. 80 p.

B-167 CONSUMER EDUCATION: A CONCEPTUAL STRUCTURE AND PLANNING GUIDE FOR SENIOR HIGH SCHOOLS IN WISCONSIN. Wisconsin Dept. of Public Instruction, 126 Langdon St., Madison, WI 53702; 1973. 85 p.

14.99.02 CONSUMER ECONOMICS/ 220 FINANCE

B-508 YOU PAY FOR IT. By Margaret E. Andrews. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1970. 170 p. \$1.96.

14.99.02 CONSUMER ECONOMICS/ 270 INSTRUCTION

B-169 INSURANCE INFORMATION. Insurance Information Institute, 110 William St., New York, NY 10038; n.d. Folder of various materials, including posters, programmed instruction booklet, and informative booklets.

B-170 TEACHING A COURSE IN PERSONAL ECONOMICS. Joint Council on Economic Education, 1212 Avenue of the Americas, New York, NY 10036; 1971. 70 p. \$2.50.

B-514 GENERAL BUSINESS FOR EVERYDAY LIVING. 4th ed. By Ray C. Price, Vernon A. Musselman and J. Curtis Hall. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1972. 662 p. \$8.48.

14.99.02 CONSUMER ECONOMICS/ 460 RESOURCES

B-173 FREE AND INEXPENSIVE MATERIALS FOR TEACHING INSURANCE IN BUSINESS, DISTRIBUTIVE AND CONSUMER EDUCATION. n.p.; 1971. 24 p.

B-174 MINI-BIBLIOGRAPHY OF SELECTED CONSUMER EDUCATION MATERIALS. Prepared by the Consumer Product Information Center, General Services Administration, for the Association for Supervision and Curriculum Development, 1201 16th St., NW, Washington, DC 20036; n.d. 14 p.

B-175 CONSUMER EDUCATION RESOURCE MATERIALS KIT. By Stewart M. Lee. Geneva College, Beaver Falls, PA 15010; 1974. 90 p.

14.99.03 BUSINESS MATHEMATICS/ 110 CURRICULUM

B-176 BUSINESS MATHEMATICS SYLLABUS. The University of the State of New York, The State Education Dept., Bureau of Secondary Curriculum Development, Albany, NY 12224; 1973. 174 p.

B-178 BUSINESS MATHEMATICS FOR BUSINESS EDUCATION DEPARTMENTS IN PENNSYLVANIA'S PUBLIC SCHOOLS. Pennsylvania Dept. of Education, Bureau of Vocational Education, Box 911, Harrisburg, PA 17126; 1973. 92 p.

14.99.03 BUSINESS MATHEMATICS/ 340 MATHEMATICS

B-239 COLLEGE BUSINESS MATHEMATICS. 5th ed. By R. Robert Rosenberg and Roy W. Poe. Gregg Div., McGraw-Hill Book Co., New York, NY; 1973. 365 p. \$7.50.

B-515 APPLIED BUSINESS MATHEMATICS FOR CONSUMER AND BUSINESS USE. 9th ed. By Edwin B. Piper, Roswell E. Fairbank, and Joseph Gruber. South-Western Publishing Co., 355 Conde St., W. Chicago, IL 60185; 1970. 582 p. \$5.00.

B-516 BUSINESS MATHEMATICS. 6th ed. By Robert Rosenberg and Harry Lewis. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1963. 562 p. \$7.00.

B-517 BUSINESS MATHEMATICS FOR COLLEGES. 6th ed. By Louis A. Rice, F. Blair Mayne and James E. Deitz. South-Western Publishing Co., 355 Conde St., W. Chicago, IL 60185; 1973. 236 p. \$4.00.

14.99.03 BUSINESS MATHEMATICS/ 520 TESTS

B-177 A GUIDE FOR CONSTRUCTING CLASSROOM TESTS IN BUSINESS ARITHMETIC. The University of the State of New York, The State Education Dept., Bureau of Business and Distributive Education, Albany, NY 12224; 1963. 23 p.

14.99.04 BUSINESS LAW/ 050 AUDIO-VISUAL MATERIALS AND METHODS

B-180 BUSINESS LAW. Vocational Education Media Center, Clemson University, Clemson, SC 29631; n.d. 34 transparencies and guide.

B-179 BUSINESS LAW, TRANSPARENCY MASTERS. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1969. Booklet of transparency masters. \$2.50.

14.99.04 BUSINESS LAW/ 110 CURRICULUM

B-181 BUSINESS LAW UNIT: THE COURTS AND DUE PROCESS. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1969. 50 p. \$2.00.

B-182 BUSINESS LAW SYLLABUS. The University of the State of New York, The State Education Dept., Bureau of Secondary Curriculum Development, Albany, NY 12224; 1969. 78 p.

B-293 UNIDAD RECURSO PARA LA ENSEÑANZA DEL CURSO DE DERECHO MERCANTIL. Estado Libre Asociado de Puerto Rico, Dpto. de Instrucción Pública, Ofician Regional de San Juan, Centro de Currículo Vocacional, Programa de Educación Comercial; 1971. 192 p.

B-326* MODULE 5: BUSINESS LAW. By Julia Looney. Curriculum Diffusion Seminar of the Coordinating Council for Occupations Education, Carbondale, IL; 1974. 9 p.

14.99.05 BUSINESS ENGLISH/ 080 COMMUNICATION

B-518 BUSINESS ENGLISH AND COMMUNICATION. 4th ed. By Marie M. Stewart, et al. Gregg Div., McGraw-Hill Book Co., Manchester Rd., Manchester, MO 63011; 1972. 542 p. \$7.65.

B-519 REPORT WRITING FOR BUSINESS. 4th ed. By Raymond V. Lesikar. Richard D. Irwin, 1818 Ridge Rd., Homewood, IL 60430; 1973. 387 p. \$10.95.

B-524 HOW TO WRITE SUCCESSFUL BUSINESS LETTERS. 2nd ed. By John P. Riebel. Arco Publishing Co., 219 Park Ave., S., New York, NY 10003; 1974. 276 p. \$6.95.

14.99.05 BUSINESS ENGLISH/ 110 CURRICULUM

B-131 BUSINESS COMMUNICATIONS. Curriculum Development Center, Rm 151, Taylor Education Bldg., University of Kentucky, Lexington, KY 40506; 1972. 105 p. \$3.50.

B-132 IMPROVING YOUR BUSINESS WRITING: ADULT COURSE OUTLINE. The University of the State of New York, The State Education Dept., Bureau of Business and Distributive Education, Albany, NY 12224; 1964. 40 p.

B-275 BUSINESS LETTER WRITING. By Donald Krueger. Waupun High School, Waupun, WI; n.d. 30 p. Mimeographed course outline.

B-316* ENGLISH ESSENTIALS: A REFRESHER COURSE. By Jewel Varnado. Steck-Vaughn Co., Austin, TX; 1964. 96 p. Includes test.

B-327* MODULE 8: BUSINESS ENGLISH. By Kay Whipple. Curriculum Diffusion Seminar of the Coordinating Council for Occupations Education, Carbondale, IL; 1974. 10 p.

B-328* MODULE 9: BUSINESS CORRESPONDENCE AND REPORTS. By Jolene J. Workman. Curriculum Diffusion Seminar of the Coordinating Council for Occupational Education, Carbondale, IL; 1974. 11 p.

B-329* MODULE 10: BUSINESS ENGLISH AND CORRESPONDENCE. By Jolene J. Workman. Curriculum Diffusion Seminar of the Coordinating Council for Occupations Education, Carbondale, IL; 1974. 16 p.

B-330* MODULE 11: SPELLING AND VOCABULARY. By Sandra Seppamaki Bungart. Curriculum Diffusion Seminar of the Coordinating Council for Occupations Education, Carbondale, IL; 1974. 12 p.

14.99.05 BUSINESS ENGLISH/ 270 INSTRUCTION

B-53 PROGRAMMED GRAMMAR REVIEW FOR VOCATIONAL OFFICE EDUCATION STUDENTS. Tennessee State Dept. of Education, Div. of Vocational-Technical Education, 205 Cordell Hull Bldg., Nashville, TN 37219; n.d. 30 p. \$1.25.

B-133 BASIC BUSINESS COMMUNICATIONS. West Virginia State Board of Education, Bureau of Vocational, Technical and Adult Education, Capitol Bldg., No. 6, Charleston, WV 25305; n.d. 90 p.

B-134 COMPOSING BUSINESS LETTERS. Tennessee State Dept. of Education, Div. of Vocational-Technical Education, 205 Cordell Hull Bldg., Nashville, TN 37219; n.d. 18 p. \$75.

B-411 PLAIN LETTERS. Records management handbook. Rev. By National Archives and Records Service, Office of Records Management. For sale by US Govt. Print. Off., Washington, DC 20402; 1973. 51 p. \$1.10.

14.99.06 VOCATIONAL OFFICE TRAINING/ 130 DEVELOPMENT

B-184 GUIDELINES FOR COOPERATIVE VOCATIONAL EDUCATION FOR SCHOOL ADMINISTRATORS AND TEACHER-COORDINATORS. Alaska Dept. of Education, Div. of Vocational and Adult Education, Alaska Office Bldg., Juneau, AK 99801; 1974. 180 p.

B-185 COOPERATIVE OFFICE EDUCATION HANDBOOK. Business and Office Education Service, Vocational Div., State Dept. of Education, Little Rock, AR 72201; 1973. 93 p.

B-186 PROGRAM MANUAL FOR VOCATIONAL OFFICE TRAINING. Business and Office Education, Div. of Secondary School Programs, Office of Adult and Vocational Education, Georgia Dept. of Education, Atlanta, GA 30334; 1973. 194 p.

B-187 A RESOURCE FOR NEW JERSEY COOPERATIVE OFFICE EDUCATION COORDINATORS. By Rosemary Frushling, Joan McCoola and John Brasca. State Dept. of Education, Div. of Vocational Education, Trenton, NJ 08925; 1973. 758 p.

B-188 COOPERATIVE WORK EXPERIENCE MANUAL FOR BUSINESS AND DISTRIBUTIVE EDUCATION. The University of the State of New York, The State Education Department, Bureau of Secondary Curriculum Development, Albany, NY 12224; 1967. 83 p.

B-189 WORK EXPERIENCE MANUAL FOR BUSINESS AND OFFICE EDUCATION. North Carolina Dept. of Public Education, State Dept. of Public Instruction, Div. of Occupational Education, Raleigh, NC 27611; 1973.

B-191 GUIDELINES FOR ORGANIZING AND ADMINISTERING A COOPERATIVE BUSINESS EDUCATION PROGRAM. Pennsylvania Dept. of Public Instruction, Business Education Div., Box 911, Harrisburg, PA 17126; 1968. 8 p.

14.99.06 VOCATIONAL OFFICE TRAINING/ 180 EVALUATION

B-192 COE TRAINING PLAN. State of Ohio, Dept. of Education, Div. of Vocational Education, Columbus, OH 43215; 1970. \$1.00.

B-522 EFFECTIVENESS OF MODEL OFFICE, COOPERATIVE OFFICE EDUCATION, AND OFFICE PROCEDURES COURSES BASED ON EMPLOYEE SATISFACTION AND SATISFACTORINESS EIGHTEEN MONTHS AFTER GRADUATION. By Gary W. McLean. Div. of Business Education, 270 Peik Hall, University of Minnesota, Minneapolis, MN 55455; 1975. 81 p.

14.99.06 VOCATIONAL OFFICE TRAINING/ 270 INSTRUCTION

B-193 TEACHING GUIDE FOR COOPERATIVE OFFICE EDUCATION. Virginia State Dept. of Education, Div. of Vocational Education, Business Education Service, Richmond, VA 23216; 1970. 205 p.

B-272 PROGRAMMED TEXT ON ORIENTATION TO AN OFFICE EDUCATION PROGRAM. By Dorothy L. Atherton, Avis L. Murphy, Russell L. Reeves and Lana F. Six. Kansas State Teachers College, Emporia, KS; n.d. 58 p.

14.99.07 FUTURE BUSINESS LEADERS OF AMERICA/ 370 ORGANIZATIONS

B-194 F.B.L.A., FUTURE BUSINESS LEADERS OF AMERICA. Future Business Leaders of America, Wisconsin Chapter, 126 Langdon St., Madison, WI 53702; n.d. Folder of materials and publications.

B-195 PENNSYLVANIA F.B.L.A. HANDBOOK. Pennsylvania Dept. of Public Instruction, Box 911, Harrisburg, PA 17126; 1973. 42 p.

14.99.08 OFFICE SIMULATION PROJECTS/ 110 CURRICULUM

B-220 CURRICULUM FOR OFFICE OCCUPATIONS: RIGHT AND READY BUSINESS SERVICE - AN OFFICE SIMULATION. By Elizabeth A. Cooke and Imogene B. Tarver. Northglenn, CO; 1971. 155 p.

B-222 SIMULATED OFFICE EDUCATION COURSE OF STUDY. By H. Robert Stocker, et al. Utah State Board of Vocational Education, Salt Lake City, UT 84111; n.d. 2 v. CONTENTS: v. 1. Teacher manual.-v. 2. Student manual.

B-295 OFICINA SIMULADA, ADALUMIS Y COMPANIA: MANUAL DE RUTINAS Y PROCEDIMIENTOS. Centro de Recursos Pedagogicos del Programa de Instruccion Vocacional y Tecnica, Region Educativa de San Juan, Dpto. de Instruccion Publica, Programa de Instruccion Vocacional y Tecnica, Unidad de Investigacion, Divulgacion y Desarrollo Curricular; 1972. 95 p.

B-381 THE PATRIOT COMPANY: A SIMULATED OFFICE. By Phyllis W. Smith. Parkview High School, Little Rock, AR; 1974. 139 p.

B-520 OFFICE SIMULATION--INTEGRATED PROJECTS FOR CLERICAL OFFICE PRACTICE. Research and Curriculum Unit, Mississippi State University, P.O. Drawer DX, Mississippi State, MS 39762; 1972. 8 v. \$8.00. CONTENTS: v. 1. Teacher's manual.-2. Handbook for savings teller.-3. Handbook for office manager.-4. Handbook for discount clerk.-5. Handbook for payroll clerk.-6. Handbook for clerk typist.-7. Handbook for loan teller.-8. Form masters.

14.99.08 OFFICE SIMULATION PROJECTS/ 270 INSTRUCTION

B-50 GAMES AND SIMULATIONS FOR TEACHING ECONOMICS. By Darrell R. Lewis and Wentworth. Joint Council on Economic Education, 1212 Avenue of the Americas, New York, NY 10036; 1971. 66 p. \$1.75.

B-196 OFFICE SIMULATION, INTEGRATED PROJECTS FOR BLOCK TEACHING. Business and Office Education Service, Vocational Div., State Dept. of Education, Little Rock, AR 72201; 1968. 107 p.

B-197 TOSCO: SIMULATED OFFICE EDUCATION PROJECT. Maryland State Dept. of Education, P.O. Box 8717, Friendship International Airport, Baltimore, MD 21240; 1971. 107 p.

B-198 U-SAVE OIL COMPANY. By Marjorie A. Higgins. Maryland State Vocational Office Education Workshop, Harwood, MD 20776; 1973.

B-199 POST SECONDARY MODEL OFFICE SIMULATION. Minnesota Dept. of Education, Capitol Square Bldg., 550 Cedar St., St. Paul, MN 55101; n.d.

B-200 SIMULATED AUTOMOBILE INSURANCE PROJECT. Washington Insurance Council, 1218 3rd Ave., Seattle, WA 98104; 1970. 3 separate booklets.

B-201 THE SIMULATED OFFICE PROGRAM. Business Marketing and Management Occupations, Occupations Consultant Unit, Div. of Vocational and Technical Education, 1035 Outer Park Dr., Springfield, IL 62706; n.d. 33 p.

B-202 PRACTICUM FOR SIMULATED METHODS IN OFFICE OCCUPATIONS EDUCATION. By Garth A. Hanson. Utah State University, Logan, UT 84321; 1969. 95 p.

B-203 MOE, INC.: OFFICE SIMULATION PROJECT. Utah State Board for Vocational Education, 1400 University Club Bldg., Salt Lake City, UT 84111; 1969. 117 p.

B-204 INTEGRATED CLERICAL PROJECT: THE AMERICAN WHOLESALE GROCERY AND THE TENNESSEE SUPERMARKET. Tennessee State Dept. of Education, Div. of Vocational-Technical Education, 205 Cordell Hull Bldg., Nashville, TN 37219; n.d. 73 p. \$2.00.

B-205 SIMULATION OF OFFICE PROCEDURES PROJECTS FOR VOCATIONAL OFFICE EDUCATION. Tennessee State Dept. of Education, Div. of Vocational-Technical Education, 205 Cordell Hull Bldg., Nashville, TN 37219; n.d. \$3.00.

B-387 MOE SIMULATION: BUSINESS AND OFFICE OCCUPATIONS - TEACHER MANUAL. Utah State Board of Education, 1400 University Club Bldg., Salt Lake City, UT; 1972. 156 p.

B-388 MOE SIMULATIONS: BUSINESS AND OFFICE OCCUPATIONS - STUDENT MANUAL. Utah State Board of Education, 1400 University Club Bldg., Salt Lake City, UT 84111; 1972. 155 p.

B-437 PREPARING FOR BUSINESS AND OFFICE OCCUPATIONS IN MINNESOTA: GUIDELINES FOR IMPLEMENTING MODEL OFFICE PROGRAMS. Business and Office Education Unit, Vocational-Technical Div., State Dept. of Education, Capitol Square Bldg., St. Paul, MN 55101; 1972. 1 v. (unpaged).

B-521 BLOCK-TIME SIMULATION PROGRAM (OFFICE EDUCATION). 2nd ed. Michigan State University, Dept. of Secondary Education and Curriculum, E. Lansing, MI; 1975. 6 v. CONTENTS: 1. Guide to organizing and operating the block-time simulation program.-2. Teacher's manual and curriculum guide.-3. Integrated exercises for individualized office instructional systems--block-time simulation.-4. Block-time simulation: individualized office instructional systems.-5. Individualized office instructional systems: input papers.-6. Individualized office instructional systems: key.

DISADVANTAGED RELATED MATERIALS INDEX

The Index to Disadvantaged Materials represents an attempt to bring together all the materials found in the Resource Materials Center's free loan collection which are related to educating disadvantaged persons. The definition of "Disadvantaged" used to identify materials in this list is necessarily a broad one. The term includes persons and groups who cannot compete or perform at levels normally required by educational agencies, employers, and society in general for a wide variety of reasons, social, cultural, economic, linguistic, and emotional. The term is not meant to include those with mental or physical handicaps.

Materials included in the listing cover a broad range of types--research studies, curriculum guides, games and simulations, basic education, low reading level, directories, resource and bilingual materials.

The materials are grouped under the heading of the subject area which they fall. The numbers on the left-hand side of the paired columns are the call numbers of individual items; the right-hand number refers to the page number of the bibliography on which the item is listed. For example, item D-476 appears on page 5 of the Distributive Education Bibliography. On referring to the Distributive Education Bibliography, the user will find D-476 SUGGESTIONS FOR DISTRIBUTIVE EDUCATION PERSONNEL TO ASSIST BUSINESS IN DISADVANTAGED AREAS. Vocational-Technical Curriculum Laboratory, Rutgers--the State University, New Brunswick, NJ 08903; 1971. 28 p.

For effective use of this listing, it will be necessary for the user to have access to the complete set of bibliographies for 1976--"A"--Agriculture, "B"--Business, "C"--Career, "D"--Distributive, "H"--Home Economics, "M"--Health, and "I"--Trade and Industrial; and to the 1975 Edition of the "S"--Special Education Bibliography and the 1976 Supplement to the 1975 Special Education Bibliography. Complete sets of the bibliographies will be distributed to Wisconsin high schools and VTAE campuses. It will not be possible to use the Disadvantaged Related Materials Index with previous editions of the Resource Materials Center's bibliographies. The page numbers are keyed to the 1976 edition only. The exception is the 1975 edition of the Special Education Bibliography.

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I-938	33	S-104	13	S-1143	67	S-2116	96
I-947	35	S-113	13	S-1144	68	S-2118	98
I-948	35	S-131	16	S-1145	68	S-2119	98
I-949	35	S-139	16	S-1146	68	S-2120	98
I-950	35	S-140	16	S-1147	68	S-2121	98
I-951	35	S-141	16	S-1159	48		
I-952	35	S-161	18	S-1244	68		
		S-164	18	S-1249	20		
		S-176	20	S-1251	20		
"M" NO.	PAGE	S-213	25	S-1253	14		
M-9	4	S-229	28	S-1259	68		
M-11	4	S-449	49	S-1275	67		
M-12	4	S-634	64	S-1276	68		
M-23	5	S-660	67	S-1309	68		
M-34	5	S-661	67	S-1317	11		
M-85	3	S-662	67	S-1326	8		
M-91	1						

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Merle Strong, Director
Roger Lambert, Associate Director

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